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CITY REPORT 1991-1992



**City of
Rochester, New Hampshire**

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MEMBERS OF THE
ROCHESTER CITY GOVERNMENT
AND
REPORT OF THE AFFAIRS
FOR 1991 - 1992
(July 1, 1991 to June 30, 1992)

PRECISION PRESS
HOOKSETT, NEW HAMPSHIRE

In October 1991, Renny Perry resigned as City Manager. I was appointed by the City Council to serve as interim City Manager. Serving in this capacity has been truly enjoyable for me. There have been trying times but some very good times as well.

The City Council approved an employee merit plan as well as an employee handbook to serve as a guide on how employees are expected to perform. It was a major step forward to improve the operations of the City.

The Mayor and City Council made a strong commitment in reducing the water and sewer fund deficit. They appropriated \$700,000 to shrink the deficit and at the same time supported efforts to trim cost.

We did have a serious setback by way of an arson's match. The historic McDuffee building burned and was a total loss. It has created a hole in our downtown. More painful is the fact that we lost an historic building that for many years was an integral part of the fabric of downtown.

We continue to work with the United States Environmental Protection Agency and the New Hampshire Department of Environmental Services to find a solution to our wastewater treatment requirements. We are committed to finding a solution so we can move forward.

I would like to thank the employees of the City of Rochester for their commitment to improving the service we provide. I am impressed by the talented staff and the fact that they are striving for excellence.

Lastly, I would like to thank the Citizens of Rochester for their support and encouragement. As the interim manager for an extended period of time, many citizens came forward with good suggestions and comments. I am deeply appreciative of the opportunity to serve. Thank you.

Sincerely,

George M. Bald
Interim City Manager

CITY GOVERNMENT
As Organized January 1, 1992
MAYOR ROLAND ROBERGE

CITY COUNCIL

Ward One - Edgar F. Raab, James F. McManus, Jr.
Ward Two - James E. Twombly, Sandra B. Keans
Ward Three - Edward Saputa, Janet R. Pelley
Ward Four - Bernard J. Veno, Omer J. Ouellette, Jr.
Ward Five - Bruce E. Lindsay, Charles W. Grassie, Jr.
At-Large - Harry F. Germon, Frederick M. Steadman
George M. Bald, Interim City Manager

STANDING COMMITTEES, 1992

Codes & Ordinances Committee: Bruce Lindsay, Chairperson; Sandra Keans, Charles Grassie, Jr., Edward Saputa, Omer Ouellette, Jr.
Fiscal Affairs Committee: Roland Roberge, Chairperson; James Twombly, Bernard Veno, James McManus, Jr., Edgar Raab, Harry Germon, Frederick Steadman
Public Safety Committee: James Twombly, Chairperson; Bernard Veno, James McManus, Jr., Janet Pelley, Edgar Raab

SPECIAL COMMITTEES, 1992

City Manager Evaluation Committee: Roland Roberge, Chairperson; Frederick Steadman, Bernard Veno, Bruce Lindsay, Edward Saputa
City Manager Search Committee: Roland Roberge, Chairperson; Harry Germon, James McManus, Jr., Bernard Veno, James Twombly, Albert W. Miltner (Non-voting); Thomas Hutchinson (Non-voting)
Space Utilization Committee: James Twombly, Chairperson; Frederick Steadman, Janet Pelley, Harry Germon, James McManus, Jr.
East-West Highway Committee: Frederick Steadman, Edgar Raab, Bernard Veno

JOINT BUILDING COMMITTEES, 1992

Vocational School: Sandra Keans, Chairperson; Bruce Lindsay, Edward Saputa, Charles Grassie, Jr., Edgar Raab
McClelland School Addition: Janet Pelley, Harry Germon, Frederick Steadman, James McManus, Jr., Omer Ouellette, Jr., Bernard Veno
New Middle School: Janet Pelley, James McManus, Jr., Frederick Steadman, Edgar Raab, Bernard Veno, James Twombly
High School Renovations: Bruce Lindsay, Sandra Keans, Edward Saputa, Charles Grassie, Jr., Omer Ouellette, Jr.

PERSONNEL

City Treasurer & Business Administrator - Richard Larochelle
City Clerk - Gail M. Varney
City Solicitor - Danford Wensley
Tax Collector - Marianne Douglas
Commissioner of Public Works - Bert George
City Engineer - David Bulva
Fire Chief - Mark Dellner
Deputy Fire Chief - Francis Carpentino
Police Chief - Donald L. Vittum
Captain of Patrol - Daniel Auger
Assessor - Brett Purvis
Building Inspector - John Stowell
Planning & Development Director - Peer Kraft-Lund
Economic Development Director - George Bald
City Physician - Dr. William Olney
Health Officer/Code Enforcement - John Stowell
Welfare Director - Jane Hervey
Recreation Director - Brent Diesel
Librarian - Tedine Roos
Animal Control Officer - John Fitch
Custodian of City Hall - Patricia McLaren
Custodian of East Rochester - Lorraine Brooks
Custodian of Gonic Town Hall - No Custodian Gonic Town Hall, Closed

BOARD AND COMMISSIONS, 1992

Arena Advisory Commission: David Anctil, Chairperson; Madeline Auger, Richard Clough, Harry Marcotte, Robert Zubkus, Dale Bickford, Robert Brown
Board of Adjustment: Sieglinde Fizz, Chairperson; Edward Stevens. Alternate Members: Warren Ranagan, Denise Sevigthy, Janice Kazlauskas
Board of Assessors: Brett Purvis, Chairperson; Victoria Lambert
Board of Health: Dr. Thomas Moon, Chairperson; Dr. James DeJohn, William Keefe, Dr. William Olney, John Stowell
Licensing Board: George Bald, Chairperson; Donald Vittum, Mark Dellner
Planning Board: Neil Lachance, Chairperson; Roger Larochelle, Jr., Matthias Marquardt, Maurice Gagne, Phillippe Scott, Dorothy Callaghan. Alternate Members: Debra Sanborn, Eugene Henry, Leonard Jerabek
Welfare Appeals Board: Janet Poulin, Chairperson; Mary Flynn, Nancy Morneault, Anthony Coraine
Conservation Commission: George Bailey, Chairperson; Arthur Birch, Prisco Diprizio, Lorraine Whaley, Roger Griffin
Economic Development Commission: John Dulude, Chairperson; Danford Wensley, Janet Davis, Robert Silberblatt, Robert Gustafson, Daniel Husse
Police Commissioners: Leslie Horne, Jr., Ronald Lachapelle, Roger Beaudoin
Recreation Commission: Alfred Benton, Chairperson; John Connelly, David

Tinkham, Judy Beaudoin, Charles Grassie, Jr., Fred Chisholm
Strafford Regional Planning Commission: Sherman Reed, Matthias Marquardt,
Warren McGranahan
Trustees of the Public Library: Jeremiah Minihan, Chairperson; Rev. David
Pearson, Nancy Hubbard, Ann Marie Cassavechia, Diane Brennan, Natalie
Wensley, David Tinkham
Trustees of the Trust Funds: Glenn Lepene, Ronald Pierog, Gerald Janelle
Utility Advisory Board: A. Raymond Varney, Jr., Chairperson; David Berry, David
Harrington, J. Barry Baughman

MAYOR'S TASK FORCE, 1992

Rochester Substance Abuse Prevention Task Force: Paul Asbell, Alfred Benton,
Daniel Bernard, Dawn Bragg, Robert Brown, Mary Burch, Rene Cardinal,
Robert Carignan, John Connelly, Anthony Coraine, Sharon Croft, Brent Diesel,
Tanya Fisher, Rebecca Follum, Breck Gervais, Charles Grassie, Jr., Thomas
Hart, Nancy-Jo Higgins, Dr. Wallace Hubbard, William Keefe, David Lynch,
Anne May, Rebecca Nevejans, Sheldon Parshley, Kay Pieroni, Raymond
Porelle, Patricia Rainboth, Robert Tarlton, Rev. Sherwood Treadwell, Steven
Warshaw, Susan Williamson, Brian Whitworth, Dr. Raymond Yeagley
Resource Persons: Jennifer Jenne, Clifford Germaine
Chemical Awareness & Planning Advisory Committee: Edward Dupont, Geoffrey
White, Robert Jeffries, Robert Tait, Charles Clement, Patricia Vermette,
Stanley Bobbie, Michael Haley, Harold Kreger, Craig McKenzie, Michael
Bennett, John Wheeler, John Stowell, Bert George, Frank Carpentino, John
Cook, Phyllis Hayward
Recycling Task Force: Kenneth Ortmann, Chairperson; Susan Bailey, Kathy
Brunson, Susan Dole, Maurice Gagne, Cindy Harrington, Haven Johnson,
Tracy McMath, Robin Brown, Dorothy Callaghan, Joanne Hack, Daniel
Hussey, David McCallister, Richard Morris, Cindy Radey, Karen Savard,
Jennifer Stuart, Senator Edward Dupont, Councilor Janet Pelley, Councilor
Sandra Keans, Alan Reed-Erickson
Resource Persons: James Pappas, Dale Henderson

ELECTION OFFICIALS, 1992

Ward One: Laura Wyatt, Moderator; Beverly Montgomery, Ward Clerk; Caroline
Boyle, Checklist Supervisor; Austin Grant, Karla Quint, Selectmen
Ward Two: Brian Brennan, Moderator; Lorraine Morin, Ward Clerk; Jo-ann Focht,
Checklist Supervisor; Julie Brown, Norman Labrecque, Betty Pallas, Selectmen
Ward Three: O'Neil Richey, Moderator; Karen Grossman, Ward Clerk; Muriel
Gagnon, Checklist Supervisor; Stuart Fanning, Tanis Hatt, Priscilla Fanning, Select-
men
Ward Four: Irene Creteau, Moderator; Patricia Dunlap, Ward Clerk; Jacqueline
Peters, Checklist Supervisor; Lillian Boudreau, Barbara Harrison, Mary Sylvain,
Selectmen
Ward Five: Danford Wensley, Moderator; Jana Megee, Ward Clerk; Cindy Corriveau,
Checklist Supervisor; Warren Buchanan, Norman Sanborn, Sr., Marjorie Rodis.
Selectmen

**AMENDMENT TO ORDINANCE
REPEALING CHAPTER 31 OF THE GENERAL ORDINANCES
OF THE CITY OF ROCHESTER**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 31 of the General Ordinances of the City of Rochester, entitled "Curfew," including Section 31.1 thereof, as presently amended, be repealed in its entirety.

Passed September 3, 1991

Roland Roberge, Mayor

AMENDMENT TO GENERAL ORDINANCES OF THE CITY OF ROCHESTER ESTABLISHING AN ARENA DEPARTMENT

THE CITY OF ROCHESTER ORDAINS:

That in order to provide for the public interest and general welfare of the citizens of Rochester by facilitating and encouraging recreational opportunities and activities within the City of Rochester, Title I of the General Ordinances of the City of Rochester, entitled "Administrative Code," as presently amended, be further amended as follows:

1. That Chapter 1, Section 1.2 of the General Ordinance of the City of Rochester, entitled "Administrative Departments," as presently amended, be further amended by adding to said section the following subparagraph to be known as subparagraph 18 of Section 1.2:

Department: (18) Arena
Department Head: Arena Director

2. That Chapter 2 of the General Ordinances of the City of Rochester, entitled "Municipal Departments," as presently amended, be further amended by adding thereto the following new section to be known as Section 2.18:

2.18 Arena Department

(a) The Arena Department shall be under the immediate supervision of the Arena Director and shall consist of such personnel as may be provided for in the annual departmental budget appropriation. The Arena Director shall be appointed in such manner and for such term provided in Sections 15 and 18 of the Rochester City Charter.

(b) The Arena Department shall perform the following functions:

(1) Operate and maintain the Rochester Ice Arena facility leased by the City of Rochester from the Strafford County YMCA.

(2) Maintain and care for all property within said facility or which is assigned to said facility by the City.

(3) Prepare and maintain all books and records pertaining to the Rochester Arena Department.

(4) Cooperate with private groups, as well as with public officials, in the developmental, promotional and recreational activities within the City involving the Arena facility.

(5) Annually establish a fee schedule for the services provided by the Arena Department, said fee schedule to be subject to approval by the City Council.

(6) Perform all other related functions as required.

(c) All monies received by the Arena Department shall be held by the City of Rochester in a fund specifically established for the Rochester Arena Department, and, if at the end of any fiscal year, the monies received by the Rochester Arena Department shall exceed the monies expended for the benefit, maintenance and operation of the Rochester Arena Department, then said monies shall not revert to the general fund for the City of Rochester but shall be held in a separate fund exclusively for the future use and benefit of the Rochester Arena Department.

3. That Chapter 3 of the General Ordinances of the City of Rochester, entitled "Boards and Commissions," as presently amended, be further amended by adding thereto the following new section to be known as Section 3.13:

3.13 Arena Advisory Commission.

(a) The Arena Advisory Commission shall consist of seven (7) members appointed in accordance with the provisions of Chapter 74 of the City Charter. The members of the Arena Advisory Commission shall be residents of the City of Rochester, provided, however, that up to two members of said Commission may be non-residents of the City of Rochester provided, that at the time of the election of such individuals to the Advisory Commission, such individuals are associated with communities or organizations utilizing the Rochester Arena facilities. The term of office of Arena Advisory Commission members shall be three (3) years, provided, however, that the terms of the initial members of the Commission be arranged so that three members shall serve terms of one (1) year, two members shall serve terms of two (2) years, and two members shall serve terms of three (3) years, with the successors of all members being appointed for three (3) year terms.

(b) The Chairman of Rochester Arena Commission shall be appointed annually by the Mayor and the Commission shall elect from its members such other officers and committees as it deems necessary.

(c) The Arena Advisory Commission shall perform the following functions:

(1) Aid, assist, and advise the Arena Director in formulating plans for maintaining, equipping, operating, and regulating the arena facility and establishing a fee schedule for the use thereof.

(2) The Commission shall inform itself of the ways and means by which its plans and programs for the development and use of the arena facility may best be achieved and may advise the Arena Director, the City Council, and the public of the manner in which such objectives may best be accomplished.

Passed September 3, 1991

Roland Roberge, Mayor

**AMENDMENT TO ORDINANCE
PROCEDURE UNDER SECTION 74
OF THE CITY CHARTER**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 13 of the General Ordinances of the City of Rochester, as currently amended, be further amended by adding the following sections thereto:

13.9 Public Notice of Vacancy. Within three (3) days of the receipt of a report of a vacancy in an office to be filled pursuant to Section 74 of the Rochester City Charter, the City Clerk shall cause a notice of such vacancy to be posted in a public place in Rochester City Hall. Said notice shall contain the following statement:

Any person interested in being considered for this [these] office[s] shall file a written statement to that effect with the Rochester City Clerk. The Mayor and City Council are not obligated to nominate any person who files such a statement, and may nominate any person who files such a statement. All statements filed, however, will be given to each member of the City Council before the vacancy is filled. The City Council may fill this vacancy at any regular or special meeting of the City Council.

Each such notice may list as many offices as are then vacant. The City Clerk shall provide a copy of each such notice to each member of the City Council as soon as practicable.

13.10 Form of Statement of Interest. A person's statement of interest in an office to be filled pursuant to Section 74 of the Rochester City Charter shall be legible, shall contain writing or printing on only one side of the paper, and shall be 8.5 inches by 11 inches or smaller. The statement shall include the person's name and address, a statement that he is eighteen years old or older, whether he is a registered voter, the ward in which he resides, and such other information as he desires. The City Clerk shall maintain a supply of forms to be used by those filing such statements, and may also accept a statement on any other paper that otherwise complies with this section.

13.11 Filling Vacancy - Procedure. When the Mayor intends to make a nomination to fill a vacancy pursuant to Section 74 of the Rochester City Charter, the Mayor shall so advise the City Clerk when preparing the agenda for the meeting at which such nomination shall be made. The City Clerk shall then provide to each member of the City Council a copy of each written statement received by the City Clerk pursuant to Section 13.10 and pertaining to such vacancy. All statements filed with the City Clerk shall at all times be available for public inspection.

13.12 Notice of Resignations and Vacancies. The Chairman of each Board or Committee whose members are appointed pursuant to Section 74 of the Rochester City Charter shall be responsible for reporting to the City Clerk all vacancies in the

membership of that Board or Committee. Each such Chairman shall file with the City Clerk a written report of each such vacancy, whether arising by resignation, death, or otherwise, as soon as practicable after learning of the vacancy. For the purpose of Section 13.9 of this Ordinance, vacancies shall be deemed to exist upon the filing of such report, without further action of the City Council, the Mayor, the City Manager, or any other body or person.

Passed October 1, 1991

Roland Roberge, Mayor

AMENDMENT TO CHAPTER 61 OF THE GENERAL ORDINANCES RELATIVE TO USE OF BICYCLES, ROLLER BLADES, ROLLER SKATES, AND SKATEBOARDS

THE CITY OF ROCHESTER ORDAINS:

That Chapter 61 of the General Ordinances of the City of Rochester, as amended, be further amended by striking the present Section 61.6 and by inserting the following new Section 61.6:

61.6 Use of Bicycles, Roller Blades, Roller Skates, and Skateboards

a. All bicycles shall be ridden in accordance with the New Hampshire Revised Statutes Annotated.

b. Roller blades, roller skates, and skateboards are prohibited on sidewalks, parks, and parking lots of the main downtown area and the central business districts of Gonic and East Rochester. The Chief of Police shall establish and publish the boundaries of each such center business district.

Passed October 1, 1991

Roland Roberge, Mayor

AMENDMENT INCREASING PENALTIES FOR VARIOUS PARKING AND RELATED VIOLATIONS

THE CITY OF ROCHESTER ORDAINS:

That Section 65.4 of the General Ordinances of the City of Rochester, entitled "Procedure in Paying Penalties," as presently amended, be further amended by deleting subsection 65.4(a) thereof in its entirety and by substituting the following subsection 65.4(a), in the appropriate location, in its stead:

65.4 Procedure in Paying Penalties.

(a) The operator or owner may, within ten (10) working days of the time when a notice of violation of Chapter 62 was attached to the vehicle, pay to the Police Department the sum of Ten Dollars (\$10.00) as a penalty and in lieu of court proceedings. Failure by the operator or owner to make such payment within ten (10) working days may result in the issuance of a summons to the operator or owner to appear in court to answer to charges of violating the ordinance. The Chief of Police may authorize, at any time before a court summons has been issued, but after the expiration of the ten (10) working day period, the acceptance of a voluntary payment of Twenty Dollars (\$20.00) as a penalty in full satisfaction of the violation.

Passed April 7, 1992

Roland Roberge, Mayor

**AMENDMENT TO CHAPTER 40
OF THE GENERAL ORDINANCES
OF THE CITY OF ROCHESTER RELATIVE TO
THE ADOPTION OF UPDATED
BUILDING AND RELATED CODES**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 40 of the General Ordinances of the City of Rochester, as currently amended, be further amended by deleting Sections 40.1, 40.2, 40.3, 40.4, 40.5, 40.6, 40.7, and 40.8 thereof, in their entireties, and by inserting in their steads the following sections to be known respectively as Sections 40.1, 40.2, 40.3, 40.4, 40.5, 40.6, 40.7, and 40.8 of Chapter 40:

40.1 Statutory Authority. Provisions of New Hampshire Revised Statutes Annotated, Chapter 673, as amended, pertaining to an inspector of buildings, building plans, regulations, and appeals are hereby adopted.

40.2 Building Code Board of Appeals. The power of a Building Code Board of Appeals in Chapter 673 of the New Hampshire Revised Statutes Annotated shall be vested in the Rochester Zoning Board of Adjustment.

40.3 Adoption of Building Code. Pursuant to the provisions of RSA 674:52, there is hereby adopted by the City of Rochester for the purpose of establishing rules and regulations including the issuance of permits for construction, alteration, removal, demolition, equipment, location, maintenance, use and occupancy of buildings and structures, installation of plumbing, use of concrete, masonry, metal, iron and wood, and other building material, the installation of electrical wiring, and fire protection incident thereto for the prevention of fires, that certain Building Code known as the BOCA National Building Code/1990 (Eleventh Edition), published by the Building Officials & Code Administrators International, Inc., Copyright 1989. Such Code is adopted save and except Section 117.4 and such other portions as are hereinafter deleted, modified, or amended. Three copies of this Code have been and are now filed in the Office of the City Clerk of the City of Rochester and three copies with the Code Enforcement Department of the City of Rochester, and the same are hereby adopted and incorporated as fully as if set out at length herein and from the date on which this ordinance shall take effect, the provisions thereof shall be controlling on the construction of all buildings and other structures within the corporation limits of the City of Rochester. There is annexed to such Code, as thus filed, as Exhibit A, "Statement Dated March 1, 1991, in accordance with the provisions of RSA 674:52, III(b) and (c) of insertions in, deletions from, exceptions to, and changes in the BOCA National Building Code/1990 (Eleventh Edition) by the City of Rochester, New Hampshire," which insertions, deletions, exceptions, and changes are hereby adopted as part of the aforesaid Building Code.

10.4 Code Enforcement Department. All references in the BOCA National Building Code/1990 to the Office of Building Officials shall be deemed to refer to the Code Enforcement Department for the City of Rochester, and all duties as defined therein shall be assumed by said Director of Code Enforcement, along with the right to enforce same.

40.5 Adoption of Other Codes. Pursuant to the provisions of RSA 674:52, there are hereby adopted by the City of Rochester for the purpose of establishing rules and regulations, including the issuance of permits for the construction, alteration, removal, demolition, equipment, location, maintenance, use and occupancy of buildings and structures, installation of plumbing, use of concrete, masonry, metal, iron and woods, and other building material, the installation of electrical wiring, and fire protection incident thereto for the prevention of fires, the following Code, to wit:

(a) Life Safety Code, NFPA 101 (1988 Edition), published by the National Fire Protection Association, Inc., Copyright 1988;

(b) The BOCA National Fire Prevention Code/ 1990 (Eighth Edition), published by the Building Officials & Code Administrators International, Inc., Copyright 1990;

(c) National Electrical Code (NFPA 70-1990) (1990 Edition), published by the National Fire Protection Association, Inc., Copyright 1989;

(d) The BOCA National Property Maintenance Code/1990 (Third Edition), published by the Building Officials & Code Administrators International, Inc., Copyright 1990;

(e) The BOCA National Plumbing Code/1990 (Eighth Edition), published by the Building & Code Administrators International, Inc., Copyright 1990;

(f) The BOCA National Mechanical Code/1990 (Seventh Edition), published by the Building Officials & Code Administrators International, Inc., Copyright 1990.

Three copies of each of the aforesaid Codes have been and are now on file in the Office of the City Clerk of the City of Rochester and three copies of such Codes are filed with the Code Enforcement Department of the City of Rochester. Such Codes are hereby adopted and incorporated as fully as if set out at length herein and from the date on which the ordinance shall take effect, the provisions thereof shall be controlling on the construction of all buildings and other structures within the corporate limits of the City of Rochester. There is annexed to such of the aforesaid Codes, as filed in the Office of the City Clerk and the Code Enforcement Department, as set forth below, the following exhibits setting forth the insertions in, deletions from, exceptions to, and/or changes in such Codes, which insertions, deletions, exceptions and/or changes are adopted as part of the aforementioned Codes, to wit:

(g) Exhibit A, "Statement Dated March 1, 1991, in accordance with the provisions of RSA 674:52, III(b) and (c) of insertions in, deletions from, exceptions to and changes in the BOCA National Fire Prevention Code/1990 (Eighth Edition),

by the City of Rochester, New Hampshire";

(h) Exhibit A, "Statement Dated March 1, 1991, in accordance with the provisions of RSA 674:52, III(b) and (c) of insertions in, deletions from, exceptions to and changes in the BOCA National Property Maintenance Code/1990 (Third Edition), by the City of Rochester, New Hampshire";

(i) Exhibit A, "Statement Dated March 1, 1991, in accordance with the provisions of RSA 674:52, III(b) and (c) of insertions in, deletions from, exceptions to, and changes in the BOCA National Plumbing Code/1990 (Eighth Edition), by the City of Rochester, New Hampshire:"

(j) Exhibit A, "Statement Dated March 1, 1991, in accordance with the provisions of RSA 674:52, III(b) and (c) of insertions in, deletions from, exceptions to , and changes in the BOCA National Mechanical Code/1990 (Seventh Edition), by the City of Rochester, New Hampshire."

40.6 Fire Code and Life Safety Code. The duties defined in and the enforcement of the BOCA National Fire Prevention Code/1990 (Eighth Edition) and the Life Safety Code, NFPA 101 (1988 Edition) shall be assumed by the Fire Chief of the City of Rochester or his authorized representative.

40.7 Electrical Code and Property Maintenance Code. The duties defined in and the enforcement of the National Electrical Code (NFPA 70-1990) (1990 Edition) and the BOCA National Property Maintenance Code/1990 (Third Edition) shall be assumed by the Director of Code Enforcement or his authorized representative.

40.8 Plumbing Code. The duties defined in and the enforcement of the BOCA National Plumbing Code/1990 (Eighth Edition) shall be assumed by the Director of Code Enforcement, except as otherwise provided in Chapter 16 of the Ordinances of the City of Rochester where defined as the duties of the Commissioner of Public Works, with inspections to be done by the Director of Code Enforcement or an authorized member of the Water or Sewer Department.

II. That Chapter 40 of the General Ordinances of the City of Rochester, as currently amended, be further amended by deleting Section 40.16 thereof, in its entirety, and by inserting in its stead the following section to be known as Section 40.16 of Chapter 40:

40.16 Permits.

(a) Permits shall be obtained from the Building Inspector for the construction, alteration, removal, demolition, or repair of any building or structure or for the installation of plumbing, use of concrete, masonry, metal, iron and wood, and other building material, the installation of electrical wiring, and fire protection incident thereto for the prevention of fires, including but not limited to swimming pools, signs, and fences, except that no permit shall be required for painting, papering, laying floors, or upkeep in maintenance of any structure. Separate permits shall be required for building, electrical, plumbing, mechanical, fire protection, and demolition.

The following fees shall be charged for said permits, based upon the estimated cost of construction as presented to the Building Inspector upon application forms provided by him:

(i) On proposed work, the fee of Four Dollars (\$4.00) per thousand dollars of estimated cost of work, or any portion thereof, with a minimum fee of Ten Dollars (\$10.00).

(ii) [Subsection deleted November 13, 1990]

(iii) Each building permit shall expire twelve (12) months from the date of issuance unless renewed by the Building Inspector prior to the expiration date. Any renewal shall require reapplication and payment of required fees based on the remaining work to be done.

(iv) The Building Inspector may issue no building permit until such other permits or approvals as may be required by any code, other ordinances, or State Statutes have been acquired.

(v) A separate permit shall be required for staging, scaffolding, platforms, or other similar equipment, to be erected on private property, that is to be erected for a period exceeding thirty (30) days. Said permit shall expire twelve (12) months from the date of issue and all equipment shall be removed upon said expiration or upon completion of the work, whichever comes first. The fee for said permit shall be Five Dollars (\$5.00). The city reserves the right to revoke, deny, or not reissue said permit if work required is not being actively pursued in a timely or otherwise reasonable manner.

(vi) Fees for building permits shall be waived for a veteran of World War I, World War II, or the Korean and Vietnam Conflicts, who plans to construct or have constructed for himself a home or appurtenance at home already owned by him for exclusive occupancy by himself and his immediate family.

(vii) Permits issued to or for the City of Rochester are exempt from the above fees.

(b) The estimated cost of construction for purposes of subparagraph (a) of this Section 40.16 shall be calculated on the following basis:

(i) For contract work, the building permit fee shall be based on all contract costs associated with the total construction project. Such costs shall include, but not be limited to: pile driving, foundations, structural and nonstructural framing, interior finish (as regulated by this Code), fire protection systems and any other work which would render the building complete and ready for occupancy.

(ii) For noncontract work, such as when a homeowner furnishes his own, or has furnished free labor, but purchases the materials, the fee shall be based on the actual cost of all material with a multiplier of two (2) applied. For example: Total materials of \$5,000: ($\$5,000 \times 2 = \$10,000$). The permit fee would therefore be

\$40.00 (or $10.0 \times \$4.00$). Where there is a disagreement between the applicant and the code official in determining the appropriate fee using either of the above methods, the code official shall then use the latest "Building Valuation Data Report" as published periodically by BOCA International to determine the building permit fee. The permit fee will then be based on this assessment.

(c) Any person who is found to have demolished, constructed, altered, removed, or changed the use of a building or structure without the benefit of a building, electrical, plumbing, mechanical, fire protection or demolition permit shall, upon application for said permit(s) be assessed a permit fee of twice (2X) the normal rate outlined in subparagraph (a) of this Section 40.16, or Twenty-Five Dollars (\$25.00), whichever is greater. Example: Cost of materials = \$15,392; Labor = Self; Permit Fee = $16.0 \times \$4.00 \times 2$ (self labor) $\times 2$ (added fee) = \$256.00.

(d) In the case of a revocation of a permit or abandonment or discontinuance of a building project, the portion of the work actually completed shall be computed and any excess fee for the uncompleted work shall be returned to the permit holder upon written request. All plan examination and permit processing fees and all penalties that have been imposed on the permit holder under the requirements of this Code shall first be collected. The permit processing fee shall be 10 percent (10%) of the building permit application fee with a minimum fee of Ten Dollars (\$10.00). Refunds shall not be issued on permits that have become invalid under the conditions of Section 112.2

Passed April 7, 1992

Roland Roberge, Mayor

Statement dated March 1, 1991 in accordance with the provisions of R.S.A. 674: 52 III(b) and (c) of insertions in, deletions from, exceptions to, and changes in the BOCA National Building Code/1990 (Eleventh Edition), by the City of Rochester, New Hampshire.

In accordance with the April 7, 1992 vote of the Rochester City Council, The BOCA National Building Code/1990 (Eleventh Edition) is adopted subject to the following insertions, deletions, exceptions and changes thereto:

SECTION 100.0 SCOPE

Insert in blank space in section 100.1:

100.1 Title: "The City of Rochester, New Hampshire"

SECTION 103.0 EXISTING STRUCTURES

Insert in blank space in subsection 103.4:

103.4 Rehabilitation: "The effective date of the adoption of this code"

SECTION 104.0 REPAIRS & MAINTENANCE

Change Section 104.1 to read as follows

"104.1 Ordinary Repairs: Application or notice to the code official is not required for ordinary repairs to structures. Ordinary repairs are defined as work which is associated with the normal maintenance of a property and which affects only the surface or finish characteristic of a structure. Types of work which may be so classified are:

1. Painting & wallpapering.
2. Replacing or repairing flooring or carpeting.
3. Replacing or repairing interior trim.
4. Replacing or repairing cabinets.
5. Replacing or repairing countertops.
6. Replacing or repairing windows & doors (no headers involved).
7. Replacing or repairing siding.
8. Reroofing when in compliance with Section 2308.3.
9. Bathroom renovation (number of fixtures and room size not changed).
10. Repainting masonry.
11. Insulating.
12. Replacing in kind or repairing components of fire protection systems.

In general, for a work element to be considered a repair or replacement, the item which is being repaired must already exist. The above items are intended to represent individual replacement or repair work. When one or more of the above items are included in general renovations to structures, then all such items will be included in the construction cost. See Section 111.1 for additional information on general renovations and when a permit is required and Section 114.3.1 for the permit fee schedule.

Ordinary repairs do not include the cutting, removing or altering of any structural beam, joist, rafter or bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure affecting the exit requirements. Ordinary repairs also do not include additions to, alterations of, replacement or relocation of any fire protection system, water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electrical wiring or mechanical equipment or other work affecting public health or general safety."

EXCEPTION:

1) When the total cost (see Section 114.3.1) of ordinary repair work exceeds five thousand dollars (\$5,000).

Change Section Title of Section 109.0 to read as follows:

SECTION 109.0 BUREAU OF BUILDING INSPECTION

Change Section 109.1 to read as follows:

"109.1 Code Official: The Division of Building Inspection of the City of Rochester, New Hampshire is hereby created within the Code Enforcement Department, and the executive official thereof shall be known as Chief Building Inspector."

Add new Section 109.1.1 to read as follows:

"109.1.1 Qualifications of the Building Inspectors: The Chief Building Inspector and Assistant Building Inspector shall have at a minimum, a high school diploma and two years of technical education or any equivalent combination of experience and training in architecture or engineering disciplines. It is desirable that these inspectors hold an associate degree in civil/structural engineering or architecture and be certified as "Building Inspector" and "Plan Examiner" in the 1 & 2 Family, General, and Plans Examiner categories, under BOCA International's National Certification Program for Construction Code Inspectors."

Add new sentence to end of the Section 109.3:

109.3 Organization: "Appointed officials may include, but not be limited to, the Assistant Building Inspector, Electrical Inspector, Plumbing/Mechanical Inspector, Health Officer, Zoning Officer and Fire Department Official responsible for fire prevention."

SECTION 111.0 APPLICATION FOR PERMIT

Add new sentences to end of Section 111.1:

111.1 When permit is required: "New construction and general renovation work requires the issuance of a building permit. General renovation is defined as work which changes the overall size of a building or portions thereof or which involves the creation of rooms or spaces which did not previously exist. Expansion of existing electrical, plumbing, mechanical or fire protection systems is also considered general renovation. Types of work which may be so classified are:

1. Additions of any size.
2. Enlarging existing structures, rooms or spaces.
3. Creating new rooms or spaces.
4. Structural changes or repairs.
5. Dormers.
6. Demolition of all or part of a structure.
7. Changing exits or exit components in any way.
8. New structures including sheds, gazebos, pools (above and below ground), decks, garages, carports, etc.
9. Fire protection system work (See Section 1001.0).
10. Signs.
11. Fences.

Change Section 111.6.1 to read as follows:

"111.6.1 Private sewage disposal system: The site plan shall indicate the location of a private sewage disposal system when public sewer is not available. All technical data shall be submitted to the State of New Hampshire Water Supply and Pollution Control Subsurface Waste Disposal Division for approval. A copy of the State Permit to Install must be submitted to the Inspection Bureau prior to the City building permit being issued."

SECTION 112.0 PERMITS

Add new sentences to end of Section 112.1:

"112.1 Action on application: "Permits shall not be issued when there is found to be outstanding (uninspected) permits already issued against a given property. Only when said permit is closed out, shall a new permit be issued."

Change Section 112.2 to read as follows:

"112.2 Suspension of permit: Any permit issued shall become invalid if the authorized work does not commence within one year after issuance of the permit, or if the authorized work is suspended or abandoned for a period of one year after the time of commencing the work except that the code official shall grant one or more extensions of time for additional periods not exceeding six months each if there is reasonable cause and only when requested in writing prior to the permit expiration date. Said extension will only be authorized when they do not conflict with any Federal, State or Local laws or ordinances."

Change Section 112.5 to read as follows:

"112.5 Approved plans: The code official shall mark-up one (1) set of plans with the necessary comments. This set shall become the official permit plan set. It is the responsibility of the permit holder to transfer these comments to whatever medium he wishes. The permit holder is responsible for complying with the comments as

shown on the official permit plan set."

SECTION 114.0 FEES

Delete Sections 114.1, 114.2, 114.3, 114.3.1, 114.4, and 114.5 in their entirety without substitutions.

SECTION 117.0 VIOLATIONS

Delete Sections 117.1, 117.2, 117.3, 117.4, and 117.5 in their entirety without substitutions.

SECTION 118.0 STOP WORK ORDER

Change Section 118.2 to read as follows:

"118.2 Unlawful continuance: Any person who shall continue any work in or about the structure after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable to the fines outlined in Chapter 40, Section 12 of the General Ordinances of the City of Rochester.

SECTION 121.0 EMERGENCY MEASURES

Change Section 121.3 to read as follows:

"121.3 Closing streets: When necessary for the public safety, the code official, through the director of public works, may temporarily close sidewalks, streets, buildings, and structures and places adjacent to such unsafe structures, and prohibit the same from being used."

SECTION 122.0 POSTING STRUCTURES

Delete Sections 122.1, 122.2, 122.2.1, 122.3, and 122.4 in their entirety without substitutions.

SECTION 123.0 BOARD OF SURVEY

Delete Sections 123.1, 123.2, 123.3, 123.4, 123.4.1, 123.4.2, 123.5, and 123.5.1 in their entirety without substitutions.

SECTION 124.0 MEANS OF APPEALS

Change Section 124.2 to read as follows:

"124.2 Membership of Board: The powers of a Board of Appeals, as provided in Chapter 673 of the New Hampshire Revised Statutes Annotated, shall be vested in the Rochester Zoning Board of Adjustment."

Delete Sections 124.2.1, 124.2.2, 124.2.3, 124.2.4, 124.2.5, 124.2.6, and 124.3

in their entireties without substitutions.

SECTION 1018.0 SINGLE AND MULTIPLE STATION SMOKE DETECTORS

Change Section 1018.3 to read as follows:

"1018.3 Where required: Single or multiple station smoke detectors shall be installed and maintained in full operating condition in the locations described in Sections 1018.3.1 through 1018.3.4 and as required by NFIPA 101 listed in Appendix A."

Add new Section 1018.3.3.1 to read as follows:

"1018.3.3.1 Renovations to Use Group R-3: Buildings of Use Group R-3 under major renovation or when additional sleeping rooms are being added shall, when practicable, be brought up to the detection coverage as required for new buildings. The code official shall use reasonable judgment as to the amount of work required to provide this added coverage. Such judgment shall be based on existing protection or detection and walls or ceilings outside the main construction area which may be adversely affected by the wire runs."

Add new sentence to end of Section 1018.4:

1018.4 Interconnection: "Detectors in common spaces (halls, stairways, basements, etc.) shall be interconnected together, but common space detectors shall not be interconnected with dwelling or guest room detectors."

Add new Section 1018.4.1 to read as follows:

"1018.4.1 Wiring method: Detectors in individual units shall be wired to a commonly used electric circuit of the dwelling unit or guest room, such as a hall or bathroom lighting circuit. Detectors in common spaces shall be wired to a circuit used for common space lighting. The electrical panel shall be clearly labeled as to which circuit the detectors are on. All detectors shall be wired ahead of any switch on the circuit."

SECTION 2400.0 GENERAL

Change Section 2400.2 to read as follows:

"2400.2 Mechanical code: All masonry fireplaces shall conform to the applicable requirements or the mechanical code listed in Appendix A and to the provisions of NFIPA 211, listed in Appendix A."

SECTION 2500.0 GENERAL

Add new sentence to end of Section 2500.2:

2500.2 Mechanical code: "All gas burning appliances and gas piping systems shall also comply with NFIPA 54 listed in Appendix A."

SECTION 2701.0 PLANS AND SPECIFICATIONS

Add new sentence to end of Section 2701.1:

2701.1 General: "The code official may require plans and specifications to be designed and sealed by a Registered New Hampshire Professional Electrical Engineer."

APPENDIX A

NFiPA: National Fire Protection Association

Add new references:

54-88	National Fuel Gas Code	BOCA Section 2500.2
101-88	Life Safety Code	BOCA Section 1018.3
211-88	Chimneys, Fireplaces, Vents, and Solid Fuel Appliances	BOCA Section 2400.2

EXHIBIT A

Statement dated March 1, 1991 in accordance with the provisions of R.S.A. 674:52, III(b) and (c) of insertions in, deletions from, exceptions to, and changes in the BOCA National Fire Prevention Code/1990 (Eighth Edition), by the City of Rochester, New Hampshire.

In accordance with the April 7, 1992 vote of the Rochester City Council, the BOCA National Fire Prevention Code/1990 (Eighth Edition) is adopted subject to the following insertions, deletions, exceptions and changes thereto:

SECTION F-100.0 GENERAL

Insert in blank space in subsection F-100.1:

F-100.1 Title: "The City of Rochester, New Hampshire"

EXHIBIT A

Statement dated March 1, 1991 in accordance with the provisions of R.S.A. 674:52, III(b) and (c) of insertions in, deletions from, exceptions to, and changes in

the BOCA National Property Maintenance Code/1990 (Third Edition), by the City of Rochester, New Hampshire.

In accordance with the April 7, 1992 vote of the Rochester City Council, the BOCA National Fire Prevention Code/1990 (Eighth Edition) is adopted subject to the following insertions, deletions, exceptions and changes thereto:

SECTION F-100.0 GENERAL

Insert in blank space in subsection F-100.1:

F-100.1 Title: "The City of Rochester, New Hampshire"

EXHIBIT A

Statement dated March 1, 1991 in accordance with the provisions of R.S.A. 674:52, III(b) and (c) of insertions in, deletions from, exceptions to, and changes in the BOCA National Property Maintenance Code/1990 (Third Edition), by the City of Rochester, New Hampshire.

In accordance with the April 7, 1992 vote of the Rochester City Council, the BOCA National Property Maintenance Code/1990 (Third Edition) is adopted subject to the following insertions, deletions, exceptions and changes thereto:

SECTION PM 100.0 GENERAL

Insert in blank space in subsection PM 100.1:

PM 100.1 Title: "The City of Rochester, New Hampshire"

SECTION PM 109.2 PENALTY

Delete entire section without substitution.

EXHIBIT A

Statement dated March 1, 1991 in accordance with the provisions of R.S.A. 674:52 III(b) and (c) of insertions in, deletions from, exceptions to, and changes in the BOCA National Plumbing Code/1990 (Eighth Edition), by the City of Rochester, New Hampshire.

In accordance with the April 7, 1992 vote of the Rochester City Council, the BOCA National Plumbing Code/1990 (Eighth Edition) is adopted subject to the following insertions, deletions, exceptions and changes thereto:

SECTION P-100.0 GENERAL

Insert in blank space in section P-100.1:

P-100.1 Title: "The City of Rochester, New Hampshire"

SECTION P-104.0 EXISTING USE

Insert in blank space in subsection P-104.1:

P-104.1 Continuation: "The effective date of the adoption of this code"

SECTION P-114.2 FEE SCHEDULE

Delete entire section without substitution.

SECTION P-117.4 PENALTIES

Delete entire section without substitution.

SECTION P-118.2 UNLAWFUL CONTINUANCE

Delete entire section without substitution.

SECTION P-308.0 PROTECTION OF PIPES

Insert in blank space in subsection P-308.3:

P-308.3 Freezing: Four feet zero inches.

SECTION P-308.4 SEWER DEPTH

Delete entire section without substitution.

EXHIBIT A

Statement dated March 1, 1991 in accordance with the provisions of R.S.A. 674:52, III(b) and (c) of insertions in, deletions from, exceptions to, and changes in the BOCA National Mechanical Code/1990 (Seventh Edition), by the City of Rochester, New Hampshire.

In accordance with the April 7, 1992 vote of the Rochester City Council, the BOCA National Mechanical Code/1990 (Seventh Edition) is adopted subject to the following insertions, deletions, exceptions and changes thereto:

SECTION M-100.0 GENERAL

Insert in the blank space in subsection M-100.1:

M-100.1 Title: "The City of Rochester, New Hampshire"

SECTION M-114.2 PERIODIC INSPECTIONS

Delete entire section without substitution.

SECTION M-114.3 FEE SCHEDULE

Delete entire section without substitution.

SECTION M-117.4 PENALTIES

Delete entire section without substitution.

SECTION M-118.2 UNLAWFUL CONTINUANCE

Delete entire section without substitution.

**RESOLUTION ORDERING PROPOSED CITY
CHARTER AMENDMENTS
TO BE SUBMITTED TO THE VOTERS
AT THE 1991 MUNICIPAL ELECTION**

BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER:

That in accordance with the requirements of RSA 49-B:5, IV(c), the question of the adoption of the proposed amendments to the Rochester City Charter on the subjects of Mayoral Veto, Conflict of Interest, and Election of Councilors and School Board members that were the subject of the July 30, 1991 public hearing by the City Council be submitted to the voters at the regular municipal election to be held in the City of Rochester in November, 1991, such election to be conducted in accordance with the provisions of RSA 49-B:5. The City Clerk is hereby authorized to take all steps necessary to implement this vote. The City Council hereby adopts as its report as required by RSA 49-B:5, IV(b) the Notice of Public Hearing published with respect to the aforesaid July 30, 1991 public hearing on the three proposed charter amendments, and by adoption hereof, filed said report with the City Clerk along with a written opinion of an attorney as required by the aforementioned statute.

Passed August 6, 1991

Roland Roberge, Mayor

**RESOLUTION AUTHORIZING
SUPPLEMENTAL APPROPRIATION
FOR THE ARENA DEPARTMENT**

BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER:

That the sum of One Hundred Eighty-Five Thousand Dollars (\$185,000.00) be, and hereby is, appropriated as a supplemental appropriation to the 1991-92 operating budget for the City of Rochester, such sum to be allocated to the Arena Department for the purposes of providing sums necessary for the operation and maintenance of said Department for the 1990-91 fiscal year. The sums necessary to fund said appropriation shall be paid in their entireties to the City of Rochester from revenues received by the Arena Department from the conduction of its programs and the operation of the Rochester Arena to be leased by the City of Rochester from the Strafford County YMCA.

Passed August 6, 1991

Roland Roberge, Mayor

**RESOLUTION APPROVING COST
ITEMS ASSOCIATED WITH
FIRE DEPARTMENT LABOR CONTRACT
AND RATIFYING SAID CONTRACT**

BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER:

That pursuant to and in accordance with the provisions of Chapter 273-A of the New Hampshire Revised Statutes Annotated, the cost items associated with the three-year collective bargaining agreement between the City of Rochester and the International Association of Fire Fighters, Local 1451, covering the period beginning July 1, 1990 and ending June 30, 1993, are hereby approved and said contract is hereby ratified.

Passed August 6, 1991

Roland Roberge, Mayor

**RESOLUTION APPROVING COST ITEMS
ASSOCIATED WITH PUBLIC WORKS
DEPARTMENT LABOR CONTRACT
AND RATIFYING SAID CONTRACT**

BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER:

That pursuant to and in accordance with the provisions of Chapter 273-A of the New Hampshire Revised Statutes Annotated, the cost items associated with the three-year collective bargaining agreement between the City of Rochester and the American Federation of State, County, and Municipal Employees, Council 93, covering the period beginning July 1, 1990 and ending June 30, 1993, are hereby approved and said contract is hereby ratified.

Passed August 6, 1991

Roland Roberge, Mayor

RESOLUTION RELATIVE TO THE CLOSING AND ABANDONMENT OF A PORTION OF ENGLAND ROAD

BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER:

That in accordance with and pursuant to the provisions of RSA 231:43, that portion of the England Road, so-called, lying between the northeasterly sideline of the Rochester Neck Road, so-called, and the westerly boundary of the Cocheco River, such road extending in a general northeasterly direction from said Rochester Neck Road to the Cocheco River, is hereby discontinued. That, further, said portion of the England Road is hereby abandoned and the City Manager of the City of Rochester is hereby authorized to execute a quitclaim deed of any and all interest that the City of Rochester may have in said portion of England Road to the abutter, Waste Management of New Hampshire, Inc., which quitclaim deed shall also include any and all right, title and interest of the City of Rochester to a certain tract or parcel of land consisting of approximately 1.28 acres situate on the southeasterly sideline of the aforementioned portion of England Road and shown as Lot 13 on Tax Map 14 of the City of Rochester. The above discontinuance, abandonment, and transfer is contingent upon the receipt by the City of Rochester of a duly executed warranty deed from Waste Management of New Hampshire, Inc. of a certain tract or parcel of land situate on the southwesterly sideline of the Pickering Road consisting of 14.714 acres, more or less, and shown as Lot 78B on a certain plan of land entitled "Plan of Land in Rochester, New Hampshire Prepared for Waste Management of New Hampshire, Inc.," dated June 12, 1991 by Richard F. Kaminski & Associates, Inc., such deed to be in a form acceptable to the City Solicitor, and, the transfer of which parcel of land is hereby accepted by the City of Rochester, subject to the aforementioned conditions. The City Manager is hereby authorized to execute any and all documents and conveyances necessary to accomplish the aforesaid discontinuance, abandonment, and acceptance.

Passed August 6, 1991

Roland Roberge, Mayor

RESOLUTION AUTHORIZING SUPPLEMENTAL APPROPRIATION OF IMPACT FEES

BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER:

That the sum of Sixteen Thousand Seven Hundred Fifty Dollars (\$16,750.00) be, and hereby is, appropriated as a supplemental appropriation to the 1990-91 fiscal year capital budget of the City of Rochester, for the purpose of providing funds to the Sewer Department, Recreation Department, Public Works Department and School Department for the capital projects specified in the following itemization and in the amounts set forth therein, and that the funds for said appropriations be, and hereby are, allocated from the sources set forth in the following itemization:

1990-91 CAPITAL BUDGET

<u>Source of Funds</u>	<u>Amount</u>	<u>Account</u>	<u>Proposed Use of Funds</u>
GTA, Inc.	\$5,250.00	20-439-889-1999	Sewer Dept; Sewer Growth Impact
Daniel E. Rothenberg	\$2,000.00	20-439-889-1999	Sewer Dept; Sewer Growth Impact
Rochester Land Holding, Inc.	\$2,500.00	20-439-876-1999	Sewer Dept; Lower Salmon Falls Rd. Ext.
Barrington Home Estates (Lilac Hill Group, Inc.)	\$2,500.00	20-451-873-1999	Recreation Dept; Recreation Facilities
Barrington Home Estates (Lilac Hill Group, Inc.)	\$1,500.00	20-432-875-1999	Public Works Dept; Sidewalks
Walton/Bailey	\$3,000.00	20-481-887-1999	School Dept; Capital Improvements

Passed August 6, 1991

Roland Roberge, Mayor

RESOLUTION REGARDING MERIT PLAN

BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER:

That whereas the City Manager has this date submitted to the City Council the so-called "Merit Plan," as more particularly set forth in the document entitled "City of Rochester Employment Policy Handbook," such submission being made in accordance with the provisions of Section 60 of the Rochester City Charter, the Rochester City Council hereby signifies its approval for said Merit Plan and hereby signifies its intention to support the adoption thereof.

Passed September 3, 1991

Roland Roberge, Mayor

RESOLUTION AUTHORIZING SALE OF CITY-OWNED LAND

BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER:

WHEREAS, the City of Rochester solicited bids for the purchase of a certain tract of land owned by the City of Rochester and located on Portland Street, known as Lot 62 on City of Rochester Tax Map 55, in accordance with the City's Land Disposition Policy; and,

WHEREAS, the high bid for said parcel of land was Five Thousand Dollars (\$5,000.00), which bid was submitted by Habitat for Humanity;

NOW, THEREFORE, be it resolved by the Mayor and City Council of the City of Rochester that the City Manager be, and hereby is, authorized to enter into and execute all documents necessary to transfer title to the aforementioned property situate on Portland Street, known as Lot 62 on City of Rochester Tax Map 55, to Habitat for Humanity for the bid price of Five Thousand Dollars (\$5,000.00).

Passed September 3, 1991

Roland Roberge, Mayor

RESOLUTION APPROVING SUPPLEMENTAL APPROPRIATION FOR ROCHESTER POLICE DEPARTMENT

BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER:

That the sum of One Thousand One Hundred Sixty Dollars (\$1,160.00) be, and hereby is, appropriated as a supplemental appropriation to the 1991-92 Police Department fiscal year operating budget, said sum to be allocated to the Seized Property Account (Account #01-421-910-0000) for the purpose of acquisition of a hand-held radar unit and display screen.

The sums necessary to fund said appropriation shall be paid in their entireties to the City of Rochester by the State of New Hampshire from a grant to the Rochester Police Department from the New Hampshire Highway Safety Agency.

Passed September 3, 1991

Roland Roberge, Mayor

**RESOLUTION ESTABLISHING
POLLING PLACES/TIMES FOR 1991
MUNICIPAL ELECTION AND 1992
PRESIDENTIAL PRIMARY ELECTION**

BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER:

That the following polling places are hereby established for the November, 1991 Municipal Election and the 1992 Presidential Primary Election:

WARD 1: New East Rochester School (Portland Street)

WARD 2: Army Reserve Center (Rochester Hill Road)

WARD 3: McClelland School (Brock Street)

WARD 4: National Guard Armory (Brock Street)

WARD 5: Elk's Lodge #1393 (Columbus Avenue)

Further, that in accordance with RSA 659:4, all polling places shall be open from 10:00 AM to 7:00 PM on said election days.

Passed September 3, 1991

Roland Roberge, Mayor

**RESOLUTION APPROVING SUPPLEMENTAL
APPROPRIATION FOR THE
ROCHESTER POLICE DEPARTMENT**

BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER:

That the sum of Thirty-two Thousand One Hundred Seventy-six Dollars (\$32,176.00) be, and hereby is, appropriated as a supplemental appropriation to the 1991-92 Police Department fiscal year operating budget, said sum to be allocated to the following accounts and in the following amounts:

Nineteen Thousand Three Hundred Thirty-two Dollars (\$19,332.00) to the Salaries Account (Account #01-421-110-0000);

Five Thousand Four Hundred Dollars (\$5,400.00) to the Vehicle Rental Account (Account #01-421-712-0000);

Seven Thousand Four Hundred Forty-four Dollars (\$7,444.00) to the Benefits Account (Account #01-417-225-0000).

The purpose for such supplemental appropriation is to fund expenditures in connection with the Rochester Drug Task Force Officer.

The sums necessary to fund said appropriation shall be paid in their entireties to the City of Rochester by the federal government through the New Hampshire Attorney General's Office, Drug Control and Systems Improvement Formula Grant Program. Further, that whereas the grant period for the aforementioned Drug Control and Systems Improvement Formula Grant Program grant awarded to the City of Rochester Police Department by the State of New Hampshire is from April 1, 1991 to March 31, 1992, so much of said appropriation accorded to the 1991-92 fiscal year operating budget of the City of Rochester, in the aforesaid accounts, as is derived from the aforementioned grant, shall lapse to the extent that said appropriated funds shall remain unencumbered and/or unexpended as of March 31, 1992.

Passed September 3, 1991

Roland Roberge, Mayor

**RESOLUTION AUTHORIZING THE TRANSFER
OF CAPITAL BUDGET FUNDS
FOR THE PURPOSE OF TAX MAPPING
AND MAKING AN APPROPRIATION IN
CONNECTION THEREWITH**

BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER:

WHEREAS, the Rochester City Council appropriated certain sums as part of the 1987-88 fiscal year City of Rochester capital budget for the purpose of the Purchase of Property (Account #204-19-896-8119) and authorized the bonding of said sums by the City of Rochester; and,

WHEREAS, the bonds thus authorized have been issued by the City of Rochester, and there remains an unexpended balance of the proceeds resulting from the sale of such bonds in the amount of \$104,253.00 in the aforementioned Purchase of Property Account # (204-19-896-8119);

NOW, THEREFORE, in accordance with the provisions of RSA 33:3-a, the sum of \$104,253.00 presently appropriated as part of the 1987-88 City of Rochester capital budget for the Purchase of Property (Account #204-19-896-8119) is hereby transferred to the 1987-88 City of Rochester capital budget for Tax Mapping (Account #204-19-889-8119) and such sum is hereby appropriated for the purpose of providing funds necessary for the purpose and/or development of tax maps for the City of Rochester. Further, that to the extent of said \$104,253.00, the project for which the debt reflected by the bonds originally issued for the purpose of raising the funds reflected in the aforementioned Purchase of Property Account is hereby deemed to be completed.

Passed October 1, 1991

Roland Roberge, Mayor

**RESOLUTION AUTHORIZING SUPPLEMENTAL
APPROPRIATION AND THE TRANSFER OF
CAPITAL BUDGET FUNDS
FOR ENERGY CONSERVATION PURPOSES
AND MAKING AN
APPROPRIATION IN CONNECTION THEREWITH**

BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER:

WHEREAS, the Rochester City Council appropriated the sum of \$8,423.00 as part of the 1987-88 fiscal year City of Rochester capital budget for Tennis Courts (Account #204-51-872-8118) and the sum of \$17,600.00 for Library Equipment (Account #204-60-491-8117) and authorized the bonding of said sums by the City of Rochester; and,

WHEREAS, the Rochester City Council appropriated the sum of \$16,186.00 as part of the 1989-90 fiscal year City of Rochester capital budget for Downtown Revitalization (Account #204-19-897-0119) and authorized the bonding of said sum by the City of Rochester; and,

WHEREAS, bonds issued to raise the aforementioned sums have been issued by the City of Rochester, and the aforementioned sums remain as unexpended balances of the proceeds resulting from the sale of such bonds; and,

WHEREAS, by adoption of this Resolution, the projects for which said bonded indebtedness was originally authorized are hereby deemed completed;

NOW, THEREFORE, in accordance with the provisions of RSA 33:3-a, the sum of \$8,423.00 presently appropriated as part of the 1987-88 City of Rochester capital budget for Tennis Courts (Account #204-51-872-8118) is hereby transferred to the 1987-88 fiscal year capital budget of the City of Rochester for the Energy Conservation (Public Buildings) Account (Account #204-18-897-8118); the sum of \$17,600.00 presently appropriated as part of the 1987-88 City of Rochester capital budget for Library Equipment (Account #204-60-491-8117) is hereby transferred to the 1987-88 capital budget for the City of Rochester for the Energy Conservation (Public Buildings) Account (Account #204-18-897-8117); and the sum of \$16,186.00 presently appropriated as part of the 1989-90 City of Rochester capital budget for Downtown Revitalization (Account #204-19-897-0119) is hereby transferred to the 1989-90 capital budget for the City of Rochester for the Energy Conservation (Public Buildings) Account (Account #204-18-897-0119). Further, that the sums thus transferred are hereby appropriated for the purpose of providing funds necessary for Energy Conservation for Public Buildings for the City of Rochester.

BE IT FURTHER RESOLVED, that the sum of \$42,209.00 be, and hereby is, appropriated as a supplemental appropriation to the 1991-92 City of Rochester

operating budget (Account #014-18-897-0000) for the purpose of providing funds necessary for the State Grant, Energy Conservation Account. The sums necessary to fund said supplemental appropriation shall be paid in their entireties from a grant to be made to the City of Rochester by the State of New Hampshire, Governor's Energy Office, in connection with the Energy Conservation Measure Phase of the Units of Local Government Program. Further, by adoption of this Resolution, the City Manager of the City of Rochester is hereby authorized to accept, receive and expend funds made available to the City of Rochester pursuant to the aforementioned Governor's Energy Office Grant.

Passed October 1, 1991

Roland Roberge, Mayor

**RESOLUTION RELATIVE TO
SUPPLEMENTAL APPROPRIATION FOR THE
ROCHESTER POLICE DEPARTMENT**

BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER:

That the sum of Eleven Thousand Four Hundred Dollars (\$11,400.00) be, and hereby is, appropriated as a supplemental appropriation to the 1991-92 Police Department fiscal year operating budget, said sum to be allocated to the following accounts and in the following amounts:

Eight Thousand Four Hundred Dollars (\$8,400.00) to the Overtime, Grants Received Account (Account #421-113-0000);

Three Thousand Dollars (\$3,000.00) to the Operational Supplies Account (Account #421-569-0000).

The sums necessary to fund said appropriation shall be paid in their entireties to the City of Rochester by the State of New Hampshire from a grant to the Rochester Police Department from the 1991 Drug Control and Systems Improvement Formula Grant Program. Further, that whereas the grant period for the aforementioned 1991 Drug Control and Systems Improvement Formula Grant Program grant award to the Rochester Police Department by the State of New Hampshire is from September 1, 1991 to December 31, 1992, so much of said appropriation accorded to the 1991-92 fiscal year operating budget of the Rochester Police Department, in the aforesaid accounts, as is derived from the aforementioned grant, shall be non-lapsing items in the 1991-92 Rochester Police Department fiscal year operating budget; provided, further, however, that to the extent that said appropriated funds shall remain unexpended and/or unencumbered as of December 31, 1992, said appropriation shall then lapse. The purpose of said supplemental appropriation is to allow for the continuation of the DARE Program by the Rochester Police Department.

Passed October 1, 1991

Roland Roberge, Mayor

**RESOLUTION AUTHORIZING TRANSFERS
IN THE 1990-91 OPERATING BUDGET OF THE CITY
OF ROCHESTER AND AUTHORIZING
APPROPRIATION IN CONNECTION THEREWITH**

BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER:

That the sum of One Thousand Nine Hundred Twenty-nine Dollars (\$1,929.00) be, and hereby is, appropriated as a supplemental appropriation to the 1990-91 City of Rochester operating budget. Of said supplemental appropriation, the sum of One Thousand One Hundred Dollars (\$1,100.00) shall be appropriated as part of and allocated to the Code Enforcement Department Budget, Salary Account (Account #01-424-110-0000) for salaries; Eight Hundred Twenty-two Dollars (\$822.00) of said sum shall be appropriated as part of and allocated to the Tax Collector's Department Budget, Salary Account (Account #01-416-110-0000); and Seven Dollars (\$7.00) of said sum shall be appropriated as part of and allocated to the Emergency Management Department Budget, (Account #01-429-710-0000). The source of the funds for the aforesaid supplemental appropriation shall be One Thousand Nine Hundred Twenty-nine Dollars (\$1,929.00) to be transferred from the Department of Administration, Contingency Account (Account #01-417-975-0000) and the transfer of such sum from said account to the Code Enforcement Department, the Tax Collector's Department, and the Emergency Management Department as set forth above is hereby authorized.

Passed October 1, 1991

Roland Roberge, Mayor

**RESOLUTION CHANGING SPELLING OF
"PEASLEY" ROAD**

BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER:

That the spelling of the name of the street currently known as "Peasley Road" in the City of Rochester be changed to "Peaslee Road" and that said street hereinafter be known as, and referred to as, "Peaslee Road."

Passed November 6, 1991

Roland Roberge, Mayor

**RESOLUTION ACCEPTING GRANT
FROM NEW HAMPSHIRE CHARITABLE FUND
AND MAKING A SUPPLEMENTAL APPROPRIATION
IN CONNECTION THEREWITH**

BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER:

That, whereas the New Hampshire Charitable Fund has awarded a grant to the City of Rochester, Office of Substance Abuse, in the amount of Five Hundred Dollars (\$500.00), for the purpose of conducting a community survey of the Cold Spring Park Neighborhood, the City of Rochester hereby accepts said grant. Further, that the sum of Five Hundred Dollars received by the City as a result of the aforesaid grant be, and hereby is, appropriated as a supplemental appropriation to the 1991-92 operating budget of the City of Rochester for the purpose of conducting the aforesaid survey. Further, that the City Manager or his designee is hereby authorized to sign any and all documents necessary to secure the aforementioned grant.

Passed November 6, 1991

Roland Roberge, Mayor

**RESOLUTION AUTHORIZING THE TRANSFER
OF VARIOUS FISCAL YEAR
CAPITAL BUDGET FUNDS
AND MAKING APPROPRIATIONS
IN CONNECTION THEREWITH**

BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER:

WHEREAS, the Rochester City Council appropriated various sums of money as part of the 1986-87, 1987-88, 1988-89, 1989-90 and 1990-91 fiscal year City of Rochester capital budgets for various purposes and projects as more particularly set forth in Exhibit A annexed hereto and entitled "Previously Authorized Capital Budget Appropriations" and authorized the bonding of said sums by the City of Rochester; and,

WHEREAS, bonds thus authorized have been issued by the City of Rochester, and there currently remains unexpended balances of the proceeds resulting from the sale of such bonds in the amounts and in the accounts set forth in the annexed Exhibit A; and,

WHEREAS, by adoption of this Resolution, the various projects for which the aforementioned bonded indebtedness was originally authorized are hereby deemed to be completed;

NOW, THEREFORE, in accordance with the provisions of RSA 33:3-a, the sum of \$172,296.00 presently appropriated as part of the 1986-87, 1987-88, 1988-89, 1989-90, and 1990-91 capital budgets of the City of Rochester, as more particularly set forth in the attached Exhibit A entitled "Previously Authorized Capital Budget Appropriations" are hereby transferred to the annual capital budgets for the City of Rochester for the years 1986-87, 1987-88, 1988-89, 1989-90 and 1990-91 and for the purposes indicated in and as more particularly set forth in the attached Exhibit B entitled "Newly Authorized Capital Budget Appropriations" and such sums are hereby appropriated for the purpose and in the amounts set forth in the annexed Exhibit B as part of the City of Rochester fiscal year capital budgets designated herein.

EXHIBITS A AND EXHIBIT B - NEXT TWO PAGES)

EXHIBIT A
PREVIOUSLY AUTHORIZED
CAPITAL BUDGET APPROPRIATIONS

Project	Account #	Amount to be Transferred
Purchase of Property	204-19-896-9119	\$48,148.00
Public Works Equipment	204-32-491-1120	10,000.00
Downtown Revitalization	204-19-897-0119	24,599.00
Downtown Revitalization	204-19-897-0119	2,000.00
Public Works Equipment	204-32-491-1120	11,000.00
Sidewalks	204-32-875-9118	3,385.00
Railroad Crossing	204-32-877-9118	7,260.00
Railroad Crossing	204-32-877-8119	3,355.00
Railroad Crossing	204-32-877-8119	2,972.00
Underground Fuel Tank	204-32-893-7117	9,277.00
Public Works Equipment	204-32-491-1120	22,549.00
Public Works Equipment	204-32-491-1120	10,000.00
Street Lights	204-34-870-1120	7,751.00
Street Lights	204-34-870-1120	423.00
Street Lights	204-34-870-1120	2,000.00
Tennis Courts	204-51-872-8118	1,577.00
Tennis Courts	204-51-872-8118	6,000.00
TOTAL		\$172,296.00

**EXHIBIT B
NEWLY AUTHORIZED
CAPITAL BUDGET APPROPRIATIONS**

Amount Transferred and Appropriated	Account #	Project
\$48,148.00	204-19-889-9119	Tax Mapping
10,000.00	204-19-491-1120	Tax Mapping
24,599.00	204-19-889-0119	Tax Mapping
1,577.00	204-22-462-8118	Fire Hoses
2,000.00	204-22-462-0119	Fire Hoses
11,000.00	204-22-462-1120	Fire Hoses
423.00	204-22-462-1120	Fire Hoses
6,000.00	204-32-878-8118	Landfill Closure
22,529.00	204-21-893-1120	Communications/Recording
3,385.00	204-21-893-9118	Communications/Recording
7,260.00	204-21-893-9118	Communications/Recording
3,355.00	204-21-893-8119	Communications/Recording
2,972.00	204-18-492-8119	Police/City Hall Generator
9,277.00	204-18-492-7117	Police/City Hall Generator
10,000.00	204-18-492-1120	Police/City Hall Generator
7,751.00	204-18-492-1120	Police/City Hall Generator
2,000.00	204-18-491-1120	Public Buildings Equipment (Sound System)
 \$172,296.00	 TOTAL	

Passed November 6, 1991

Roland Roberge, Mayor

RESOLUTION SUPPORTING PROPOSED TAX LIEN REDEMPTION NOTE LEGISLATION

WHEREAS, the City of Dover has developed Legislation, Tax Lien Redemption Notes (TLRN), which will allow cities to issue multiple year notes secured by their tax liens; and,

WHEREAS, the City of Rochester has a vested interest in seeing this Legislation passed insofar as the City will shortly need to cover cash deficits;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER:

That the City Council fully supports passage of the Legislation allowing cities and towns to issue Tax Lien Redemption Notes since the Legislation will help Rochester and other communities throughout the state deal with the impact of unpaid taxes.

Passed December 4, 1991

Roland Roberge, Mayor

RESOLUTION AUTHORIZING REFUNDING BONDS CITY OF ROCHESTER, NEW HAMPSHIRE

BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER:

SECTION 1: That there be and hereby is authorized under and pursuant to the Municipal Finance Act and any other enabling authority, the issuance and sale of general obligation refunding bonds of the city in an aggregate principal amount not exceeding Four Million Seven Hundred Thousand Dollars (\$4,700,000.00) for purposes stated in Section 3-d of said Act, as more specifically hereinafter indicated. Except as otherwise provided by law and this Resolution, discretion to fix the date, maturities, place of payment, form and other details of each issue of said refunding bonds and of providing for the sale thereof is hereby delegated to the City Treasurer with the approval of the City Manager.

SECTION 2: That the proceeds of the refunding bonds are hereby appropriated for the purpose of paying all or part of those portions of the bonds of the City previously issued as of October 1, 1987 that are presently outstanding and may be redeemed prior to their respective maturities, including payment of the redemption premium thereon, and costs of issuing and marketing the refunding bonds.

SECTION 3: That upon the issuance of the refunding bonds herein authorized, the City Treasurer shall file with the City Clerk a certificate stating the principal amount of the refunding bonds that they were issued to pay. Upon the filing of such certificate, the authority to issue authorized and then unissued refunding bonds hereunder shall thereby be rescinded and no such additional refunding bonds shall thereafter be issued.

SECTION 4: This Resolution shall take effect upon its passage.

Passed January 8, 1992

Roland Roberge, Mayor

**RESOLUTION AUTHORIZING SUPPLEMENTAL
APPROPRIATION FOR THE
ROCHESTER SCHOOL DEPARTMENT**

BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER:

That the sum of One Hundred Twenty-three Thousand Four Hundred Sixty-four Dollars (\$123,464.00) be, and hereby is, appropriated as a supplemental appropriation to the 1991-92 fiscal year operating budget of the Rochester School Department for the purpose of providing additional funds for the following Federal programs, in the following amounts:

Federal Program	Supplemental Appropriation
ESEA Chapter 1	\$36,714.00
94-142 and 89-313	75,674.00
EESA Title II	5,239.00
Drug Free Schools	5,837.00

The sums necessary to fund the aforesaid supplemental appropriations are to be received in their entireties from funds paid to the City of Rochester by the Federal Government.

Passed February 4, 1992

Roland Roberge, Mayor

RESOLUTION AUTHORIZING ISSUANCE OF TAX ANTICIPATION NOTES

BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER:

That in accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, is hereby authorized to issue tax anticipation notes for the City of Rochester for the 1991-92 fiscal year in an amount not to exceed \$4,000,000.00, such notes to be issued upon such terms and conditions as the said Treasurer and City Manager may deem to be in the best interests of the City of Rochester.

Passed February 11, 1992

Roland Roberge, Mayor

**RESOLUTION AUTHORIZING SUPPLEMENTAL
APPROPRIATION FOR THE
WELFARE DEPARTMENT**

BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER:

That the sum of One Thousand Six Hundred Sixty-Six Dollars and Sixty-six Cents (\$1,666.66) be, and hereby is, appropriated as a supplemental appropriation to the 1991-92 Rochester Welfare Department fiscal year operating budget, such sum to be allocated to the Direct Assistance Account (Account #440-954-0000) for the purpose of providing emergency shelter services in accordance with the requirements of the hereinafter referred to grant. The sums necessary to fund said appropriation shall be paid in their entireties to the City of Rochester from a grant to be made to the City of Rochester by the Federal Government, pursuant to the Stewart B. McKinney Emergency Shelter Grant Program as administered by the State of New Hampshire Division of Mental Health and Developmental Services, which grant, in the total amount of Five Thousand Dollars (\$5,000.00), is hereby accepted by the City of Rochester; and, that the City Manager and/or the Welfare Director are hereby designated as the City officials authorized to sign any and all documents necessary to obtain the benefits of such grant.

Passed March 3, 1992

Roland Roberge, Mayor

**RESOLUTION AUTHORIZING SUPPLEMENTAL
APPROPRIATION FOR THE
ROCHESTER POLICE DEPARTMENT (#1)**

BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER:

That the sum of One Thousand Five Hundred Dollars (\$1,500.00) be, and hereby is, appropriated as a supplemental appropriation to the 1991-92 fiscal year Rochester Police Department operating budget, said sum to be allocated to the Overtime Account (Account #421-150-0000) for the purpose of providing services in connection with the Department's program to reduce motor vehicle violations and accidents arising out of driving while intoxicated incidents. The sums necessary to fund said appropriation shall be paid in their entireties to the City of Rochester by the State of New Hampshire from a grant from the New Hampshire Highway Safety Agency.

That by passage of this Resolution, the City of Rochester hereby accepts the aforesaid grant. Furthermore, whereas the grant period for the aforementioned New Hampshire Highway Safety Agency grant is from the date of the acceptance of said grant to April 30, 1992, to the extent that said appropriated funds shall remain unexpended and/or unencumbered as of April 30, 1992, this appropriation shall then lapse.

Passed March 3, 1992

Roland Roberge, Mayor

**RESOLUTION AUTHORIZING SUPPLEMENTAL
APPROPRIATION FOR THE
ROCHESTER POLICE DEPARTMENT (#2)**

BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER:

That the sum of One Thousand Five Hundred Dollars (\$1,500.00) be, and hereby is, appropriated as a supplemental appropriation to the 1991-92 fiscal year Rochester Police Department operating budget, said sum to be allocated to the Overtime Account (Account #421-150-0000) for the purpose of providing services in connection with the Department's program to reduce motor vehicle violations and accidents arising out of speeding. The sums necessary to fund said appropriation shall be paid in their entireties to the City of Rochester by the State of New Hampshire from a grant from the New Hampshire Highway Safety Agency.

That by passage of this Resolution, the City of Rochester hereby accepts the aforesaid grant. Furthermore, whereas the grant period for the aforementioned New Hampshire Highway Safety period for the aforementioned New Hampshire Highway Safety Agency grant is from May 1, 1992 to September 10, 1992, so much of said appropriation accorded to the 1991-92 fiscal year operating budget of the Rochester Police Department, in the aforesaid account, as is derived from the aforementioned grant, shall be a non-lapsing item in the 1991-92 Rochester Police Department fiscal year operating budget, provided, further, however, that to the extent that said appropriated funds shall remain unexpended and/or unencumbered as of September 10, 1992, this appropriation shall then lapse.

Passed March 3, 1992

Roland Roberge, Mayor

**RESOLUTION AUTHORIZING SUPPLEMENTAL
APPROPRIATION FOR THE
ROCHESTER POLICE DEPARTMENT (#3)**

BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER:

That the sum of One Thousand Five Hundred Dollars (\$1,500.00) be, and hereby is, appropriated as a supplemental appropriation to the 1991-92 fiscal year Rochester Police Department operating budget, said sum to be allocated to the Overtime Account (Account #421-150-0000) for the purpose of providing services in connection with the Department's program to reduce motor vehicle violations, pedestrian violations, and accidents arising out of failure to comply with state and local laws governing the movement of motor vehicles and pedestrians. The sums necessary to fund said appropriation shall be paid in their entireties to the City of Rochester by the State of New Hampshire from a grant from the New Hampshire Highway Safety Agency.

That by passage of this Resolution, the City of Rochester hereby accepts the aforesaid grant. Furthermore, whereas the grant period for the aforementioned New Hampshire Highway Safety Agency grant is from June 1, 1992 to September 30, 1992, so much of said appropriation accorded to the 1991-92 fiscal year operating budget of the Rochester Police Department, in the aforesaid account, as is derived for the aforementioned grant, shall be a non-lapsing item in the 1991-92 Rochester Police Department fiscal year operating budget, provided, further, however, that to the extent that said appropriated funds shall remain unexpended and/or unencumbered as of September 30, 1992, this appropriation shall then lapse.

Passed March 3, 1992

Roland Roberge, Mayor

**RESOLUTION AUTHORIZING TRANSFERS IN THE 1991-92
OPERATING BUDGET OF THE CITY OF ROCHESTER
AND AUTHORIZING APPROPRIATIONS
IN CONNECTION WITH SUCH TRANSFERS**

BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER:

That the sum of Seventy-six Thousand Seven Hundred Dollars (\$76,700.00) be, and hereby is, appropriated as a supplemental appropriation to the 1991-92 City of Rochester operating budget. Such supplemental appropriation shall be allocated to the following accounts of the 1991-92 City of Rochester operating budgets of the following specified City departments in the amounts hereinafter specified, to wit:

DEPARTMENT	ACCOUNT NUMBER	SUPPLEMENTAL APPROPRIATION
City Manager/Council	014-10-111-0000	\$6,000.00
City Clerk	014-12-110-0000	3,000.00
Tax Collector	014-16-110-0000	6,500.00
Business Office	014-15-110-0000	4,500.00
Code Enforcement	014-24-110-0000	8,000.00
Fire	014-22-110-0000	20,500.00
Public Buildings	014-18-110-0000	6,000.00
Library	014-60-110-0000	22,200.00
TOTAL SUPPLEMENTAL APPROPRIATION:		<u>\$76,700.00</u>

The purpose of such supplemental appropriation is to provide funds necessary to pay costs associated with the implementation of the City of Rochester Merit Plan and the implementation of the Public Employee Collective Bargaining Contracts.

The source of the funds for the aforesaid supplemental appropriation shall be transfers from the following line items in the 1991-92 City of Rochester operating budget, namely:

DEPARTMENT	ACCOUNT NUMBER	AUTHORIZED TRANSFER
Planning	014-19-110-0000	\$12,000.00
Recreation	014-51-110-0000	2,000.00
Police	014-21-110-0000	23,000.00
Economic Development	014-11-110-0000	9,000.00
Welfare	014-40-954-0000	<u>30,700.00</u>
TOTAL AUTHORIZED TRANSFERS:		<u>\$76,700.00</u>

The transfer of Seventy-six Thousand Seven Hundred Dollars (\$76,700.00) from the aforementioned accounts to the departmental accounts specified in the preceding paragraph, in the amounts specified in such paragraph, is hereby authorized, and the previously appropriated amounts of the departmental accounts specified in this paragraph are correspondingly reduced.

Passed April 7, 1992

Roland Roberge, Mayor

**RESOLUTION ESTABLISHING POLLING
PLACES/TIMES FOR THE
1992 STATE PRIMARY AND STATE GENERAL ELECTIONS**

BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER:

That the following polling places are hereby established for the September 8, 1992 State Primary Election and for the November 3, 1992 State General Election:

WARD 1: New East Rochester School (Portland Street)

WARD 2: Army Reserve Center (Rochester Hill Road)

WARD 3: McClelland School (Brock Street)

WARD 4: National Guard Armory (Brock Street)

WARD 5: Elk's Lodge #1393 (Columbus Avenue)

Further, that in accordance with RSA 659:4, all polling places shall be open from 10:00 AM to 7:00 PM on said election days.

Passed April 7, 1992

Roland Roberge, Mayor

**RESOLUTION RELATIVE TO REGIONAL COOPERATION
IN DEVELOPMENT OF PEASE DEVELOPMENT
AUTHORITY (PDA) LAND**

WHEREAS, in the course of promoting the development of PDA land, it is a reasonable certainty that the PDA will develop a comprehensive list of potential developers; and,

WHEREAS, it is in the City's and the region's best interests to insure that those developers for whom PDA land is not a viable alternative are encouraged to explore the availability of industrial and commercial land in surrounding communities; and,

WHEREAS, the most effective way of accomplishing this goal would be to enter into a joint marketing agreement with the PDA.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER:

That the Rochester Economic Development Commission is encouraged to continue to have close ties with the Pease Development Authority for the purpose of exploring joint marketing agreements and other avenues to increase jobs and opportunities for our area.

Passed April 7, 1992

Roland Roberge, Mayor

**RESOLUTION AUTHORIZING SUPPLEMENTAL
APPROPRIATION FOR THE
ROCHESTER SCHOOL DEPARTMENT**

BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER:

That the sum of One Hundred Forty-two and 08/100 Dollars (\$142.08) be, and hereby is, appropriated as a supplemental appropriation to the 1991-92 Rochester School Department fiscal year operating budget (Account #014-81-000-0000), for the purpose of providing funds necessary to support athletic programs conducted by the Rochester School Department. Further, that the sums necessary to fund the aforesaid supplemental appropriation are to be received in their entireties from a donation to the Rochester School Department from Garelick Farms Dairy.

Passed April 7, 1992

Roland Roberge, Mayor

RESOLUTION AUTHORIZING LEASE OF REAL ESTATE BY THE CITY OF ROCHESTER

BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER:

That the City Manager be, and hereby is, authorized to enter into a lease agreement with Bill Parsell and/or Parsell Farms regarding the certain tract or parcel of land owned by the City of Rochester and known as Lot 115 on City of Rochester Tax Map 14 for a period not to exceed one (1) year, said lease to be upon such terms and conditions as the said City Manager determines to be in the best interests of the City of Rochester.

Passed April 7, 1992

Roland Roberge, Mayor

**RESOLUTION REVISING WARD BOUNDARY LINES
WITHIN THE CITY OF ROCHESTER IN ACCORDANCE
WITH SECTION 3 OF THE ROCHESTER CITY CHARTER**

BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER:

That in accordance with the provisions of Section 3 of the Rochester City Charter, and in an effort to insure that the City of Rochester is divided into five wards of as equal population as is practicable for voting purposes, the City Council of the City of Rochester hereby revises the ward boundaries of the existing five wards within the City of Rochester so that the boundaries of said wards shall be as set forth in the descriptions of said wards annexed hereto as Exhibit A. Said revised boundary lines shall become effective upon the adoption of this Resolution for the purpose of conducting elections to be held subsequent to the date of this Resolution and for the purpose of electing candidates to offices to be filled at regular municipal and other elections occurring after the date of this Resolution.

Passed April 7, 1992

Roland Roberge, Mayor

The following Ward descriptions are intended to describe the entire City of Rochester, New Hampshire with all calls for streets, roads, avenues, railroads, rivers, and brooks to be centerlines.

DESCRIPTION OF WARD ONE BOUNDARIES

Starting at the Salmon Falls River at the Somersworth/Rochester boundary, thence southwesterly along the Somersworth/Rochester line to the railroad tracks; thence northwesterly along the railroad tracks to Franklin Street; thence northeasterly along Franklin Street to Nutter Street; thence northwesterly along Nutter Street to Portland Street; thence northeasterly along Portland Street to Salmon Falls Road; thence northwesterly along Salmon Falls Road to Watson Drive; thence southwesterly along Watson Drive to Hampshire Drive; thence northwesterly along Hampshire Drive and across Roulx Drive, to Paradis Drive; thence northeasterly along Paradis Drive to Salmon Falls Road; thence northwesterly along Salmon Falls Road to Route 202 (Highland Street); thence westerly and northwesterly along Route 202 and over Milton Road to the railroad tracks; thence northerly along the railroad tracks to Cross Road; thence northwesterly along Cross Road to the Farmington/Rochester line; thence northeasterly along the Farmington/Rochester and Milton/Rochester lines to the Salmon Falls River; thence southeasterly along the Salmon Falls River to the point of origin. [Containing 5,397 people according to the 1990 Census and 6,488 acres more or less.]

DESCRIPTION OF WARD TWO BOUNDARIES

Starting at the railroad tracks on the line between Rochester and Somersworth; thence southwesterly along the Somersworth/Rochester line to Whitehouse Road; thence northwesterly along Whitehouse Road to Old Dover Road (Route 16B); thence northwesterly and northerly along Old Dover Road to Route 125 (Gonic Road); thence southerly along Route 125 to the Cocheco River; thence northerly along the Cocheco River to North Main Street; thence southeasterly along North Main Street (and South Main Street) to Wentworth Street; thence northeasterly along Wentworth Street to Columbus Avenue; thence southerly along Columbus Avenue to Winter Street; thence northeasterly along Winter Street to the railroad tracks; thence southeasterly along the railroad tracks to Franklin Street; thence continuing southeasterly along the railroad tracks to the point of origin. [Containing 5,280 people according to the 1990 Census and 3,321 acres more or less.]

DESCRIPTION OF WARD THREE BOUNDARIES

Starting at Whitehouse Road at the Somersworth/Rochester line; thence southwesterly along the Somersworth/Rochester and Dover/Rochester lines to the

southernmost point of Rochester and the boundary between Dover, Barrington and Rochester; thence northwesterly along the Barrington/Rochester and Strafford/Rochester lines to the westernmost point of Rochester and the boundary between Strafford, Farmington and Rochester; thence northeasterly along the Farmington/Rochester line to Meaderboro Road; thence southeasterly along Meaderboro Road to Four Rod Road; thence northeasterly along Four Rod Road to Ricker's Brook; thence southeasterly along Ricker's Brook and across Four Rod Road, to Route 202A (Strafford Road); thence easterly along Route 202A to the Spaulding Turnpike; thence southerly along the Spaulding Turnpike to land of City of Rochester used for the McClelland and Middle Schools, also known as Tax Map #40, Lot #1; thence northeasterly along the northwesterly boundary of said City of Rochester land to Brock Street; thence southeasterly along Brock Street to the easterly corner of said City of Rochester land; thence southwesterly along the southeasterly property line of City of Rochester land to the Spaulding Turnpike; thence southerly along the Spaulding Turnpike to Route 125 (Gonic Road); thence northerly along Route 125 to Old Dover Road (Route 16B); thence southerly and southeasterly along Old Dover Road to Whitehouse Road; thence southeasterly along Whitehouse Road to the Rochester/Somersworth line and the point of origin. [Containing 5,315 people according to the 1990 Census and 11,192 acres more or less.]

Meaning and intending to include one solo parcel of land to a Ward made up strictly of census blocks.

DESCRIPTION OF WARD FOUR BOUNDARIES

Starting at the Cocheco River at Route 125 (Gonic Road), also being the common point for Ward Two, Ward Three and Ward Four; thence southerly along Route 125 to the Spaulding Turnpike; thence northerly along the Spaulding Turnpike to land of City of Rochester used for the McClelland and Middle Schools also known as Tax Map #40, Lot #1; thence northeasterly along the southeasterly property line of said City land to Brock Street; thence northwesterly along Brock Street to the northerly corner of said City land; thence southwesterly along the northwesterly property line of said City land to the Spaulding Turnpike; thence northerly along the Spaulding Turnpike, to Route 202A (Walnut Street/Strafford Road); thence northwesterly along Route 202A to Ricker's Brook; thence northwesterly along Ricker's Brook to Four Rod Road; thence southwesterly along Four Rod Road to Meaderboro Road; thence northwesterly along Meaderboro Road to the Farmington line; thence northeasterly along the Farmington/Rochester line to the Cocheco River; thence southerly along the Cocheco River to the point of origin. [Containing 5,299 people according to the 1990 Census and 4,252 acres more or less.]

Meaning and intending to omit one solo parcel of land from a Ward made up strictly of census blocks.

DESCRIPTION OF WARD FIVE BOUNDARIES

Starting at the railroad tracks at Franklin Street, also being the common point for Ward One, Ward Two and Ward Five; thence northwesterly along the railroad tracks to Winter Street; thence southwesterly along Winter Street to Columbus Avenue; thence northwesterly along Winter Street to Columbus Avenue; thence northwesterly along Columbus Avenue to Wentworth Street; thence southwesterly along Wentworth Street to South Main Street; thence northwesterly along South Main Street (and North Main Street to the Cocheco River which is a common point for Ward Two, Ward Four and Ward Five; thence northerly along the Cocheco River to the Farmington/Rochester line; thence northeasterly along the Farmington/Rochester line to Cross Road; thence southeasterly along Cross Road to the railroad tracks; thence southerly along the railroad tracks to Route 202; thence easterly and southeasterly along Route 202 to Salmon Falls Road; thence southeasterly along Salmon Falls Road to Paradis Drive; thence southwesterly along Paradis Drive to Hampshire Drive; thence southeasterly along Hampshire Drive and across Roulx Drive, to Watson Drive; thence northeasterly along Watson Drive to Salmon Falls Road; thence southeasterly along Salmon Falls Road to Portland Street; thence southwesterly along Portland Street to Nutter Street; thence southeasterly along Nutter Street to Franklin Street; thence southwesterly along Franklin Street to the point of origin. [Containing 5,339 people according to the 1990 Census and 3,635 acres more or less.]

RESOLUTION TO APPROVE COMMUNITY DEVELOPMENT BUDGET

BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER:

That a twelve (12) month Community Development budget in the total amount of Two Hundred Seventy-eight Thousand Dollars (\$278,000.00) is hereby approved for the period beginning July 1, 1992 and ending June 30, 1993. This budget may be reconsidered if Federal funding is changed or if it is inconsistent with the total budget adopted for the Department of Planning and Development.

Approved May 5, 1992

Roland Roberge, Mayor

**RESOLUTION RELATIVE TO
SUPPLEMENTAL APPROPRIATION FOR THE
ROCHESTER POLICE DEPARTMENT**

BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER:

That the sum of Eleven Thousand Four Hundred Dollars (\$11,400.00) be, and hereby is, appropriated as a supplemental appropriation to the 1991-92 Rochester Police Department fiscal year operating budget, said sum to be allocated to the following accounts and in the following amounts:

Eight Thousand Four Hundred Dollars (\$8,400.00) to the Overtime, Grants Received Account (Account #421-113-0000);

Three Thousand Dollars (\$3,000.00) to the Operational Supplies Account (Account #421-569-0000).

The sums necessary to fund said appropriation shall be paid in their entireties to the City of Rochester by the State of New Hampshire from a federal grant program, under a grant awarded to the Rochester Police Department from the 1992 Drug Control and Systems Improvement Formula Grant Program. Further, that whereas the grant period for the aforementioned 1992 Drug Control and Systems Improvement Formula Grant Program grant award to the Rochester Police Department by the State of New Hampshire is from April 1, 1992 to June 30, 1993, so much of said appropriation accorded to the 1991-92 fiscal year operating budget of the Rochester Police Department, in the aforesaid accounts, as is derived from the aforementioned grant, shall be non-lapsing items in the 1991-92 Rochester Police Department fiscal year operating budget; provided, further, however, that to the extent that said appropriated funds shall remain unexpended and/or unencumbered as of June 30, 1993, said appropriation shall then lapse. The purpose of said supplemental appropriation is to allow for the continuation of the DARE Program by the Rochester Police Department.

Approved May 5, 1992

Roland Roberge, Mayor

**RESOLUTION ACCEPTING RECYCLING GRANT
TO THE CITY OF ROCHESTER AND
MAKING AN APPROPRIATION IN CONNECTION THEREWITH**

BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER:

WHEREAS, New Hampshire the Beautiful, Inc., has awarded a recycling grant to the City of Rochester in the amount of Two Thousand Seven Hundred Seventy-three Dollars (\$2,773.00), the purpose of which grant is to aid the City in the acquisition of a waste oil recycling system to be operated in conjunction with the City's recycling program, the City of Rochester hereby accepts such grant.

AND, BE IT FURTHER RESOLVED, that the sum of Two Thousand Seven Hundred Seventy-three Dollars (\$2,773.00) be, and hereby is, appropriated as a supplemental appropriation to the 1991-92 capital budget of the City of Rochester for the Public Works Department, Equipment Account (Account #20-432-491-2999), for the purpose of providing funds to aid in the acquisition of a waste oil recycling system to be utilized as part of the City of Rochester's recycling program. The sums necessary to fund this appropriation shall be received from a grant from New Hampshire the Beautiful, Inc.

Approved May 5, 1992

Roland Roberge, Mayor

**RESOLUTION AUTHORIZING
SUPPLEMENTAL APPROPRIATION
FOR THE ROCHESTER SCHOOL DEPARTMENT**

BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER:

That the sum of Eighty Thousand Dollars (\$80,000.00) be and hereby is, appropriated as a supplemental appropriation to the 1991-92 Rochester School Department fiscal year operating budget (Account #014-81-000-0000), for the purpose of providing funds necessary for the School Lunch Program. The sums necessary to fund this appropriation shall be received in their entireties from the Federal Government School Lunch Program as administered by the State of New Hampshire.

Approved May 5, 1992

Roland Roberge, Mayor

RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION FOR ASSISTANCE FROM THE STATE WATER POLLUTION CONTROL REVOLVING LOAN FUNDS

WHEREAS, the City of Rochester, NH, (the "Applicant"), after thorough consideration of the nature of its water pollution problem, hereby determined that the construction of certain works required for the treatment of municipal sewage, generally described as the expansion of existing wastewater treatment facilities and/or the implementation of advanced wastewater treatment (the "Project"), is desirable and in the public interest, and to that end it is necessary to apply for assistance from the State Water Pollution Control Revolving Loan Fund; and,

WHEREAS, the Applicant has examined and duly considered the provisions of RSA 486:14 and the New Hampshire Code of Administrative Rules Chapter Env-C 500, which relate to loans from the State Revolving Fund for the construction of treatment works, and deems it to be in the public interest to file a loan application and to authorize other actions in connection therewith:

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER, THE GOVERNING BODY OF SAID APPLICANT, AS FOLLOWS:

1. That the City Manager is hereby authorized on behalf of the Applicant to file an application for a loan to be made in accordance with New Hampshire Code of Administrative Rules Chapter Env-C 500;
2. That if such loan be made, the Applicant agrees to repay the loan as stipulated in the loan agreement;
3. That the said City Manager is hereby authorized to furnish such information and to take such other action as may be necessary to enable the Applicant to qualify for the loan;
4. That the said City Manager is hereby designated as the authorized representative of the Applicant for the purpose of furnishing such information, data, and documents pertaining to the application for a loan as may be required; and otherwise to act as the authorized representative of the Applicant in connection with this application;
5. That certified copies of this Resolution be included as part of the application to be submitted for a loan;
6. That if such loan be made, the Applicant agrees to make provision for assuring proper and efficient operation and maintenance of the treatment works after completion of the construction thereof.

Approved May 5, 1992

Roland Roberge, Mayor

**RESOLUTION REGARDING TRANSFER OF
CITY-OWNED PROPERTY
SITUATE ON PICKERING ROAD**

BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER:

WHEREAS, the City of Rochester is the owner of a certain tract or parcel of land situate on the westerly side of the Pickering Road in Rochester, such property having approximately nine hundred (900) feet, more or less, of frontage on the so-called Pickering Road and consisting of approximately 2.75 acres in area; and,

WHEREAS, the City of Rochester solicited bids for the sale of said real property; and,

WHEREAS, the high bid received for said parcel of real property was Eleven Thousand Two Hundred Fifteen Dollars (\$11,215.00);

NOW, THEREFORE, the Mayor and City Council of the City of Rochester hereby authorize the City Manager, on behalf of the City of Rochester, to enter into and execute such purchase and sale agreements, deeds, and any other necessary documents and instruments to convey the aforesaid tract or parcel of land situate on the westerly side of the Pickering Road and consisting of approximately 2.75 acres, more or less, to the high bidder for said lot. Such purchase and sale agreements, deeds, and other necessary documents and instruments to be entered into and issued by the City Manager upon and subject to such terms, conditions and restrictions as the best interests of the City of Rochester may require.

Approved June 2, 1992

Roland Roberge, Mayor

**RESOLUTION ACCEPTING GRANT TO THE
ROCHESTER RECREATION AND
YOUTH SERVICES DEPARTMENT**

BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER:

That whereas THE 5% TASK FORCE, under the direction of Strafford County Human Services and the Strafford County Commissioners, has approved a grant allocation of Six Thousand Dollars (\$6,000.00) to the Office of Substance Abuse Prevention of the Rochester Recreation and Youth Services Department for the purpose of funding activities related to substance abuse prevention, said sums to be received and expended as part of the 1992-93 fiscal year operating budget of the Department of Recreation and Youth Services, the City of Rochester hereby accepts said grant.

Approved June 2, 1992

Roland Roberge, Mayor

**RESOLUTION APPROVING SUPPLEMENTAL
APPROPRIATION FOR THE ROCHESTER
PLANNING DEPARTMENT**

BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER:

That the sum of Five Thousand Nine Hundred Ninety-One Dollars (\$5,991.00) be, and hereby is, appropriated as a supplemental appropriation to the 1991-92 Rochester Planning Department fiscal year operating budget, said sum to be allocated to the Tree Grant Account (Account #01-419-897-0000). The purpose for such supplemental appropriation is to fund expenditures in connection with Rochester's implementation of the U.S. Small Business Administration Tree Planting Program.

The sums necessary to fund said appropriation shall be paid in their entireties to the City of Rochester by the State of New Hampshire Department of Resources and Economic Development, Division of Forests and Lands, in connection with a community grant program made available through the national Small Business Administration. Further, whereas the grant period for the aforementioned tree planting program expires on August 31, 1992, so much of said appropriation accorded to the 1991-92 fiscal year operating budget of the City of Rochester Planning Department, in the aforesaid account, as is derived from the aforementioned grant, shall be a non-lapsing item in the 1991-92 operating budget of the Rochester Planning Department; provided, further, however, that to the extent that said appropriated funds shall remain unexpended and/or unencumbered as of August 31, 1992 said appropriation shall then lapse.

Approved June 2, 1992

Roland Roberge, Mayor

RESOLUTION TO APPROVE 1992-93 CAPITAL BUDGET FOR THE CITY OF ROCHESTER

BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER:

That a capital budget for the City of Rochester for the July 1, 1992 to June 30, 1993 fiscal year in the total amount of One Million One Hundred Ninety-four Thousand Five Hundred Dollars (\$1,194,500.00) is hereby approved and appropriated, and, in accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, is hereby authorized to borrow said sum upon such terms and conditions as the said Treasurer and City Manager deem to be in the best interests of the City of Rochester for the departments and purposes set forth in Exhibit A annexed hereto [below]. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter. The useful lives of the various capital projects authorized by this Resolution are as set forth in the accompanying itemization annexed hereto as Exhibit A.

EXHIBIT A City of Rochester, 1992-93 Capital Projects.

		Amount	Dept. Total	Useful Life
14	<u>Assessor</u>			
	Property Valuation (890)	\$350,000		10 yrs.
	Utility Valuation (892)	\$100,000	\$ 450,000	10 yrs.
18	<u>Public Buildings</u>			
	Vehicles (494)	\$ 21,500		10 yrs.
	Library Roof (896)	\$ 8,500		10 yrs.
	Underground Fuel Tanks (898)	\$ 16,500	\$ 46,500	20 yrs.
21	<u>Police Department</u>			
	Communication Upgrade (491)	\$ 20,000	\$ 20,000	20 yrs.
22	<u>Fire Department</u>			
	Aerial Ladder Truck (493)	\$342,000	\$ 342,000	20 yrs.
32	<u>Public Works</u>			
	Intersection (872)	\$336,000	<u>\$ 336,000</u>	20 yrs.
	TOTAL		\$1,194,500	

Approved June 23, 1992

Roland Roberge, Mayor

**RESOLUTION TO APPROVE 1992-93
OPERATING BUDGET
FOR THE CITY OF ROCHESTER**

BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER:

That a twelve (12) month operating budget in the total amount of Thirty-four Million Four Hundred Forty-six Thousand Four Hundred Fifty-five Dollars (\$34,446,455.00) is hereby approved for the period beginning July 1, 1992 and ending June 30, 1993.

The School District budget appropriation of Twenty-one Million Two Hundred Seventy Thousand Dollars (\$21,270,000.00), which is included in the above total, is approved by the City Council.

This budget may be reconsidered before the tax rate is set if City, School, and County revenues are changed by the State of New Hampshire or by the Federal Government.

Further, that a twelve (12) month operating budget for the Rochester Water Works in the total amount of Two Million Six Hundred Fourteen Thousand Five Hundred Seventeen Dollars (\$2,614,517.00) is hereby approved for the period beginning July 1, 1992 and ending June 30, 1993.

Further, that a twelve (12) month operating budget for the Rochester Sewer Works in the total amount of Two Million Two Hundred Thirty Thousand Three Hundred Sixty-four Dollars (\$2,230,364.00) is hereby approved for the period beginning July 1, 1992 and ending June 30, 1993.

Further, that a twelve (12) month operating budget for the Rochester Ice Arena Department in the total amount of Two Hundred Ten Thousand One Hundred Eighty-seven Dollars (\$210,187.00) is hereby approved for the period beginning July 1, 1992 and ending June 30, 1993.

Approved June 23, 1992

Roland Roberge, Mayor

RESOLUTION AUTHORIZING ISSUANCE OF TAX ANTICIPATION NOTES

BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER:

That in accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, is hereby authorized to issue tax anticipation notes for the City of Rochester for the 1992-93 fiscal year in an amount not to exceed \$4,000,000.00, such notes to be issued upon such terms and conditions as the said Treasurer and City Manager may deem to be in the best interests of the City of Rochester.

Approved June 23, 1992

Roland Roberge, Mayor

RESOLUTION ADOPTING INTERNAL REVENUE SERVICE SECTION 125 PLAN FOR THE CITY OF ROCHESTER

BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER:

That in accordance with the authorization provided under Section 125 of the Internal Revenue Code of 1986, the form of Cafeteria Plan embodied in Exhibits A, B, and C attached hereto and respectively known as the City of Rochester Section 125 Plan Adoption Agreement, Plan Document, and Summary Plan Description is hereby adopted and approved and the City Manager of the City of Rochester and such other officials as the City Manager may designate are hereby authorized and directed to execute and deliver to the Plan Administrator one or more copies of the said Plan.

Be it further resolved, that the Plan Year shall be for a twelve (12) month period beginning July 1, 1992.

Be it further resolved, that the City of Rochester shall contribute to the Plan amounts sufficient to meet its obligations under the Cafeteria Plan, in accordance with the terms of the Plan Document and shall notify the Plan Administrator to which period said contribution shall be applied.

Be it further resolved, that the proper officers of the City of Rochester shall act as soon as possible to notify employees of the City of Rochester of the adoption of the Cafeteria Plan by delivering to each employee a copy of the Summary Plan Description as incorporated in Exhibit C annexed hereto.

Approved June 23, 1992

Roland Roberge, Mayor

**ADOPTION AGREEMENT
I.R.C. SECTION 125 CAFETERIA PLAN**

EMPLOYER:

City of Rochester
31 Wakefield Street
Rochester, NH 03867
Tax ID# 02-6000744

PLAN ADMINISTRATOR:

Richard H. Larochelle
City of Rochester
31 Wakefield Street
Rochester, NH 03867
603-335-7500

THE UNDERSIGNED EMPLOYER DOES HEREBY ADOPT THE FOLLOWING CAFETERIA PLAN FOR THE EXCLUSIVE USE AND BENEFIT OF ITS EMPLOYEES. IN CONNECTION HERewith, THE EMPLOYER MAKES THE FOLLOWING STATEMENTS AND SELECTIONS.

THE NAME OF THE PLAN SHALL BE:
CITY OF ROCHESTER SECTION 125 PLAN
Plan Number 501

BENEFITS AVAILABLE UNDER THE PLAN

As part of this Adoption Agreement, the employer hereby elects that the following Benefit Programs be available for the benefit of the Employees of the Employer, herewith:

GROUP MEDICAL INSURANCE
GROUP DENTAL INSURANCE

IN WITNESS THEREOF, The Parties affix their signatures this 25th day of June, 1992.

CITY OF ROCHESTER

by, _____
Signature and Title

and, _____
Signature and Title

Witness: _____

**TERMS AND CONDITIONS OF
CITY OF ROCHESTER SECTION 125 PLAN**

**ARTICLE I
GENERAL PROVISIONS.**

- 1.1 **EFFECTIVE DATES.** The Effective Date of this Plan shall be July 1st, 1992.
- 1.2 **PLAN YEARS.** The Plan Year shall begin on July 1st and end on June 30th of each successive year.
- 1.3 **ELIGIBILITY REQUIREMENTS.** Any Employee eligible to participate under any Health Insurance Program offered by the Employer shall be eligible to participate in all benefits offered under this Cafeteria Plan.
- 1.4 **ENTRY DATES.** Each Employee shall begin participation on the day he satisfies the Eligibility Requirements set out above.
- 1.5 **LEGAL CONSTRUCTION.** This Plan shall be construed according to the laws of the State of NEW HAMPSHIRE.

**ARTICLE II
INTRODUCTION**

- 2.1 **PURPOSE OF THE PLAN.** This document constitutes the Cafeteria Plan for CITY OF ROCHESTER pursuant to the Adoption Agreement. The purpose of the Cafeteria Plan (hereinafter referred to as the Plan) is to allow the Employees of the Employer to select among various taxable and nontaxable Benefit programs, as adopted under the Adoption Agreement and described in Article IX offered under this Plan to the employees by the employer; said Benefits may include (but are not limited to) Medical, Disability, Dental and Group Term Life Insurance, and any other Benefits as the Employer may offer from time to time, pursuant to the provisions of I.R.C. Section 125, and such other Internal Revenue Code Sections as may apply at any given time.
- 2.2 **PLAN ADMINISTRATION.** The Administration of the Plan shall be the sole responsibility of the Employer and/or the appointed Plan Administrator. The Plan shall be administered on the basis of the Plan Year.

CITY OF ROCHESTER SECTION 125 PLAN SUMMARY PLAN DESCRIPTION

INTRODUCTION TO YOUR PLAN

I. CITY OF ROCHESTER instituted a "Cafeteria Plan" on July 1st, 1992 as part of your employee benefits' program. With a Cafeteria Plan, you get to pick among a "menu" of benefits and choose which benefits are best for you.

This Summary Plan Description is a brief description of the Plan and your rights, benefits and obligations under the Plan. This Summary Plan Description is not meant to interpret, extend or change any provision contained in the main Plan Document. The provisions of CITY OF ROCHESTER SECTION 125 PLAN can only be accurately understood by reading the Plan Document. This Document is on file with the employer and may be read by you or your dependents or your legal representative by contacting the Benefits Coordinator. His office will make the Document available to you at any reasonable time. You may request a copy of the Plan from the Plan Administrator. He may charge you a fee for copying the Plan for you.

Your Plan is a "Salary Reduction" plan. This means that you make an election whether or not to participate under this program. If you do wish to participate, you must tell the Plan Administrator which benefits you want. Both you and the employer contribute to pay for these benefits. The Employer pays its portion out of its general assets. You pay for your portion by electing to have your salary reduced. You must file a "Salary Reduction Agreement" with the Plan Administrator. The Salary Reduction Agreement lists both the benefits you've selected plus the amount you've agreed to contribute to pay for those benefits. Then, the Employer will deduct from your paycheck, and in accordance with your Salary Reduction Agreement, an amount sufficient to pay for your portion of your benefits. However, any money you contribute to pay for your benefits is not subject to Federal income, Social Security or Unemployment taxation. Thus, your benefit costs are quite low, and in some cases, can even result in a net increase in spendable income to you, after you've paid for your benefits. This can be illustrated by the following example:

Cafeteria Plan

Cafeteria Plan

Gross Taxable Wages	\$25,000.	\$25,000.
Pre-tax Contribution	<u>1,800.</u>	<u>1,800.</u>
Taxable Wages	23,200.	23,200.
Estimated Taxes*	3,480.	3,480.
After-tax Contribution	<u>N/A</u>	<u>1,800.</u>
Take-home Pay	\$19,720.	\$19,720.

*Joint Return, 15% marginal tax rate

By paying for benefits before taxes are calculated, estimated taxes are reduced by \$270, which is \$22.50 per month more in take-home pay for our example person. In other words, paying for benefits without a cafeteria plan costs this person \$22.50 more per month. Please consult your tax advisor for a more accurate estimate of your situation.

II. GENERAL INFORMATION. You may need the following information if you have any questions about your Plan.

1. GENERAL PLAN INFORMATION. The name of this Plan is CITY OF ROSELAND ESTER SECTION 125 PLAN. Your Employer has assigned Plan Number 501 to this Plan.

The provisions of your Plan became effective on July 1st, 1992.

This Plan's records are maintained on a 12-month period known as the Plan Year. The Plan Year for your Plan is July 1st through June 30th.

Your Plan shall be governed by the Laws of the State of NEW HAMPSHIRE.

REPORT OF THE ARENA DEPARTMENT

1991 - 1992

The Rochester Arena began operation under the City of Rochester on August 26, 1991 when the City hired its first Arena Director.

The month of September was spent scheduling ice-time, setting up public skating and open-stick hockey sessions, and preparing the Arena for the upcoming season. On October 1, 1992 the Arena opened to the public and began offering recreational and competitive ice skating opportunities to individuals and groups from the Seacoast and Lakes Regions.

As an Enterprise Fund under the City of Rochester, the most important aspect of our first year was to operate the Arena as a money making enterprise. As agreed, if the Arena lost money in its first season, the City would have no choice but to withdraw its financial backing of the Arena.

After one full year of operation, the Arena has expended \$180,000.00 of its \$185,000.00 operating budget. Revenues generated by ice-time sales, public skating, skate sharpening, and stick practice at the end of fiscal year 1992 totaled \$227,000.00. A \$46,000.00 budget surplus has shown that the Arena can be operated as a money making Enterprise Department under the wing of the City.

A most important fact, sometimes overlooked, is that the Arena Department offers excellent recreational opportunities to the Citizens of Rochester and neighboring communities at no cost to taxpayers of the Lilac City. Because of its profit making ability, every aspect of the operation is fully funded by revenues generated at the Arena. Employee salaries, benefits, utility costs, etc., etc., are paid for with Arena revenues, not tax dollars.

Our success to date would not have been possible without the support of City Council, City Managers and the Mayor. I thank them!

Most importantly though, the users of the Arena and myself owe a great deal of thanks to the core group of individuals who came forward and took on the formidable task of acquiring the right to operate the Arena. They are the members of the Arena Advisory Commission, namely:

Dave Anctil, *Commissioner*

Bob Zubkus, *Secretary*

Dale Bickford - Bob Brown

Madeline Auger - Harry Marcotte - Dick Clough

Without them, there would not be a Rochester Arena. Thank you, Commission members!

Sincerely,

Bill Page, *Arena Director*

REPORT OF THE CITY ASSESSOR

1991 - 1992

ASSESSOR'S INVENTORY

Land Valuations:

Residential	\$ 77,731,700.00
Commercial	\$25,883,900.00
Current Use	\$ 1,028,800.00

Total Value of Taxable Land	\$104,644,400.00
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BUILDING VALUATIONS

Residential	\$258,978,600.00
Commercial	\$ 79,476,200.00
Manufactured Housing	\$ 44,065,000.00

Total Value of Taxable Buildings	\$382,519,800.00
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PUBLIC UTILITIES

Gas	\$ 953,500.00
Electric	\$ 6,478,200.00

TOTAL VALUATION OF TAXABLE PROPERTY	\$494,595,900.00
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EXEMPTIONS

Blind (23)	\$ 345,000.00
Elderly (503)	\$ 6,796,300.00
Physically Handicapped (1)	\$ 11,600.00

Total Amount of Exemptions	\$ 7,152,900.00
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Net Valuation on which tax rate is computed	\$487,443,000.00
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1991 Tax Rate	x .05035
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Gross Taxes	\$ 24,542,274.00
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Veterans (2,124)	\$ -256,600.00
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Payment in lieu of taxes	\$ + 25,039.39
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Total amount to be collected	\$ 24,309,816.58
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Respectfully submitted,

Brett S. Purvis, Assessor

REPORT OF THE FIRE DEPARTMENT

1991 - 1992

I submit this fire report for the Fiscal Year of July 01, 1991 through June 30, 1992 for the Rochester Fire Department.

This fiscal year has continued a progressive period of positive change and development of our fire protection delivery system. Our personnel have, as last year, continued to review, evaluate and implement several department goals and objectives while providing quality fire and rescue services to 27,000 people in 49 square miles.

The year has experienced one of the busiest periods of major structural fire activity in Rochester's history due to a rash of arson fires, combined with the normal rate of activity with a growing and dynamic City.

At this writing, there is a possibility of at least five different arrests for 19 suspicious fires in the past ten months, thanks to the work of the Rochester Arson Task Force.

As stated in previous reports, our fire department continues to do more, with less, in comparison to other fire departments in the region. I continue however, to be pleased with the quality of our firefighting force and the positive progress they have made for our City.

ADMINISTRATION

A great deal of administrative effort has continued in the area of city planning. Updating and reviewing the elements of the City Master Plan, concerning the fire department have been a priority of this administration and is an important tool in annual budget preparations.

A fire apparatus replacement program was formulated and presented to the City Council for consideration and future modification. The program outlined a systematic replacement of apparatus over a ten and twenty year schedule. It carried a recommended plan of annual City payments to set aside money, compounded with interest, allowing the City to pay cash for the new units on projected years.

The fire department completed the major conversion of the City-wide municipal fire alarm system to the updated digital fire alarm system at no cost to the City of Rochester. The new system receives a much wider range of fire alarm and trouble signals than the old system and has reduced the City's liability risk.

The department developed a comprehensive policy manual, divided into 4 sections: Rules and Regulations; Standard Operating Procedures; Job Descriptions; and Discipline Policy. The lengthy process involved a very thorough review of old or existing policies, with appropriate revisions.

Continued administrative efforts center on improvement of employee morale, interaction and involvement which provides the employee with a sense of commitment and motivation.

OPERATIONS

The operations program continues to focus on ensuring a high level of readiness for facilities, apparatus and personnel. Work during this period included development of a uniform set of emergency response procedures to a variety of situations and buildings throughout the city. A great deal of time and effort continues on evaluation, replacement and maintenance of protective clothing, uniforms, tools and equipment.

The vehicle preventive maintenance program provides a prioritization of needed repairs and schedules maintenance with its goal to reduce apparatus repair costs and down-time.

Operational concerns that I will repeat from our last two years' annual reports are the need to address the full-time manning levels in the City, especially with the reduction in working hours from 56 to 42 hour work weeks. We had called for an increase of 7 men in the FY '93 budget to accomplish the changeover without reducing the level of coverage. With the tough economic times the City Council faced in approving a City Budget, it was decided that only 3 people were to be added, resulting in a reduction of 1 man per shift at all times. We went from 7 men on duty, to only 6 men, thereby increasing the demand on fire department overtime accounts. I stress our need to address this issue in the FY '94 budget discussions.

The issues of manned sub-stations continue to be an area of fire department concern and will only become more prevalent and obvious as Rochester grows. We presently cover almost 50 square miles of territory that include increasingly more populous sections such as North Rochester, Gonic, East Rochester and South Rochester. All standards and commonly used formulas for fire station locations show that this is an area the City must address.

In addition to manning and stations, we need to pay close attention to the formulated vehicle apparatus replacement program developed to reduce the cost impact of new and used apparatus. With the fire attack pumpers costing almost \$200,000 and aerial ladder trucks and tower platforms coming off the assembly lines at \$400 to \$500,000, we cannot just impact the tax dollar all at once. We must plan and allocate funds over time to take advantage of compounded interest and projected costs.

FIRE PREVENTION

The cooperation and working relationship between the permanent and call force continue to be excellent as displayed with the October 1991 Fire Prevention Parade and Exposition at the Central Fire Station.

The public fire education programs, promoting fire safety in the community, are one of our most visible and popular efforts with the fire prevention robot and the fire safety trailer. Our presentations are given at all City schools, in the Central Fire Station, at the Rochester Fair, in the Malls and businesses around the community when requested.

The issue of City Fire Code inspections and enforcement is one of our weak areas due to restricted manpower for that office. Having one officer in Fire Prevention has forced us to remain in a purely reactive versus proactive status regarding fire code violations in Rochester. We have developed a method of prioritization addressing the most serious life and safety problems brought to our attention. These issues are usually handled in cooperation with the Code Enforcement Office who works very closely with, and positively with, the fire department.

TRAINING & SAFETY

Successful fireground and emergency tasks, roles and management, rest primarily with its commitment to safe and effective training methods and policies.

Firefighter safety has been a major emphasis in all training programs and followed through on actual emergency operations our department has worked on.

We continue to strive towards meeting higher levels of State and National certifications while keeping a priority on maintaining firefighting basics.

Continued emphasis during the period were on bringing outside instructors and programs into Rochester to pump some vitality and fresh ideas into our curriculum.

The department training officer also serves as the department safety officer and heads a safety committee comprised of permanent and call force members. The committee meets periodically to address issues of health & safety within the department and reports directly to the Fire Chief. The work of this committee combined with the general attitude of our entire force has made a very positive impact on our entire operation.

One area of administrative concern regarding training is to review and make any modifications needed to the call force training program. The present program has been modified twice to better address the actual roles and responsibilities of this group. The 51 members of the call force put in a great deal of time and effort for the City in their training requirements as increased liability risks for municipalities force us to make increased demands on their time.

We are pleased to report that the members of the call force provide an excellent service to the City. It is for this reason that we must continue to monitor their training progress and keep vitality and flexibility in both training programs for the permanent members and call.

SUMMARY

The Rochester Fire Department continues to do more with significantly less than comparable sized communities in the region and the state, especially in terms of permanent men.

I would be less than candid if I did not report that time and growth has finally caught up with the City of Rochester in fire protection services.

While the City has grown to the fourth largest city (behind Manchester, Nashua, and Concord), the fire department's growth has not kept pace with the increased demand for services. We cover too large of a populated area with only one manned fire station resulting in 10 minute response times to a great deal of its citizens, when National accepted standards indicate times should be within 3-5 minutes. We have too few people on duty to handle subsequent calls for emergency. There are a number of times when there are only 3-4 people available to respond to emergency calls, requiring us to hire personnel back on overtime more frequently.

Back to back emergency calls are an increasing problem for us to deal with due to manning shortages. We needed to place a fire attack pumper (Engine 4) permanently out of service due to its age (1949) and condition, leaving us short 1 pumper for the department.

The remaining pumpers range in age from 17-26 years old and as we delay refurbishing projects each year, it becomes less cost-effective to refurbish the unit and more cost-effective to buy new. Again, over the years we are at that critical point where this becomes an important issue with old apparatus. Of course our high vehicle maintenance costs are a direct reflection of the age and condition of our primary trucks.

These three critical issues (manning, facilities and apparatus) are the primary areas the City of Rochester must review and discuss over the coming years to improve our present system, thereby reducing fire insurance rates and increasing the level of citizen and property protection.

As I reported last year, our force is comprised of some of the most experienced full-time and call firefighting personnel in the region that are motivated and well-trained. The introduction of this report referenced the fire activity as being one of the busiest periods in our City's history, however it severely put to test our developed planning, procedures, response policies, Incident Command System, safety policies, training programs and overall fire department effectiveness. While we have identified some areas of needed improvement, our people performed in an exemplary manner. The McDuffee Block fire in the early morning of April 15, 1992 required 125 firefighters from 17 communities and there were no injuries, virtually unheard of in a fire of this magnitude. This was a basic trend of several other major fires during the year and is a direct reflection of our members' attitudes and adherence to policy.

Another positive development for our personnel to feel proud of is that other fire department organizations contact us on a continual basis for copies of some of our policies, procedures and programs for review or implementation in their departments. As our department has done the same thing in the past, we feel confident we are now on the positive side of the request for information.

Lastly, the Rochester Fire Department has undergone a great deal of major change and restructuring over the past two years. To some it has been welcomed and accepted, to some the change has been unwelcomed and rejected, and to others, it has been anywhere in between, which is natural and expected in any organization undergoing a process of this type.

This change process and in-depth analysis of the fire protection delivery system has provided us with clear identification of the major issues, has shown our strengths and weaknesses and most importantly has given us a flexible set of goals and objectives from which to base our Operating and Capital outlay budgets.

In closing, I would like to thank the various City Departments for their assistance over the past year, the employees of this department who are directly responsible for the success of our organization, the Mayor & City Council, and the citizens of Rochester which we serve.

Respectfully submitted,

Mark Dellner
Chief of Department

FIRE DEPARTMENT RESPONSE ACTIVITY

EMERGENCY RESPONSE CALLS

Building Fires	73
Vehicle Fires	32
Other Fires	98
Overpressure Ruptures	07
Emergency Medical Treatment	105
Other Medical Treatments	29
Hazardous Condition Calls	173
Service Calls	125
Good Intent Calls	139
Malicious False Calls	17
Other False Calls	193
All Other Emergency Calls	82
TOTAL	1,073

***NOTE:** This FY '92 begins a new format for the EMERGENCY RESPONSE CALL SUMMARY. The old summaries contained a great deal of duplication. This summary is consistent with the fire department's reporting system with the State of N.H.

NON-EMERGENCY RESPONSE ACTIVITY FY '92

Fire Alarm Test	470
Alarm Boxes Plugged Out	179
Day Care Inspections	25
Fire Drills	116
Fire Investigations	41
Fire Safety Inspections	315
Fire Watches	13
Foster Home Inspections	08
Oil Burner Inspections	105
Public Assist Calls	09
Training Sessions	455
Woodstoves Inspections	10
TOTAL	1,746
Total Response Activity Incidents	
For Fiscal Year 1992	2,819

REPORT OF THE LIBRARIAN OF THE ROCHESTER PUBLIC LIBRARY 1991-1992

Rochester Public Library, along with other public libraries in the region and the nation, experienced increased use during the depressed economy of the past year. Citizens turn to the library for assistance in finding employment, coping with limited incomes, practical self help as well as for recreation.

SERVICES

Circulation the past year rose to an all time high of 142,262 items. This is an increase of 9% over last year when 129,441 items were circulated. Children's department circulation increased 17% over the previous year. Based on a 1990 population of 26,230 these circulation figures represent 5.4 uses of the library for each Rochester citizen. More people are also using the professional reference service. Reference service was up 10% with more questions this year relating to business, employment and consumer information. Reference coverage during all the hours the library is open is requested by users and a goal for the next year.

Rochester library was again a net loaner of materials to other libraries. Requests from other libraries for books owned by Rochester Library were up 20%.

PERSONNEL

The head of technical services, Roberta Ryan, retired in January 1992. The position remained vacant the rest of the fiscal year. Mrs. Ryan had accumulated several months of sick leave and vacation time to be paid off from the library personnel budget. In February a library assistant in the same department, Blanche Valley, was involved in an auto accident and was unable to work for four months. The consequences for Technical Services (acquiring, cataloging and processing materials) as well as for Public Services were immediate and severe. There were unannounced closings in the children's department, a limited number of books processed, fewer titles converted to computer readable format, and numerous complaints about lack of reference assistance as the remaining staff attempted to cover all areas. In April a temporary employee was hired for 25 hours a week in technical services. The public service portion of the position remains uncovered at the end of the year.

AUTOMATION

Materials are catalogued, cards and labels printed and a computer record made for an online catalog and a future automated circulation system using The Library Corporation CD products. Efforts have been concentrated on building a clean database in house which can be connected to a circulation system in the future. Procedures were developed by the director and the reference librarian, with the assistance of The Library Corporation, to convert library records to a computer readable format in an acceptable manner. Three staff people have been trained to do data entry. This project continued the last six months of the year but was considerably slowed by the staff shortages.

New acquisitions have not been added to the regional database since November of 1991 although the previous RPL holdings on the SAILS database and the regional holdings on SAILS libraries are available via two terminals in the library.

BUILDINGS AND FACILITIES

A fire and burglary protection system was installed July - September of 1991. Break-ins and the ensuing damage and loss have become a thing of the past.

The Americans With Disabilities Act became the law of the land on January 26, 1992. The library is not in compliance in its services, programs, activities under Title II (Public Service) or Title I (Employment). This has been known by the library administration, Board of Trustees and the City of Rochester. The ADA provides a means for citizens excluded to gain access to services. On January 29, 1992 the Strafford County Special Families made known to the Rochester City Council their intent to insist that the library be made accessible to disabled people.

LIBRARY BOARD OF TRUSTEES

The library trustees, staff and members of the community were saddened by the death of Library Trustee Harry Rose on October 12, 1992. Mr. Rose was a conscientious trustee and a longtime advocate for library service. He has been greatly missed.

The retirement of Roberta Ryan as head of Technical Services prompted a reevaluation of that position in the light of changing technology, increased public service demands and trends in library personnel use. It was decided to advertise this position at a Librarian I level and to upgrade the References Librarian position to Librarian II, Head of Adult Services. This change was incorporated in the budget adopted June 25, 1992.

At the close of the fiscal year the future location of the Rochester Public Library has not been determined. Architectural designs with costs were not available for either the present location or the proposed location at the vacated Spaulding Senior High School. During May and June the Board of Trustees solicited formal requests for proposals from area architects.

Representatives from three firms were interviewed. Dennis Mires of Manchester, NH was selected to prepare a design for the present 65 South Main Street location.

Although the past year has been difficult and challenging in many ways for the staff, trustees and administration the library has been able to rise to the occasion. I am pleased and proud to be a part of an organization providing service to the many who need and appreciate it so much during difficult economic times.

Respectfully submitted,

Tedine J. Ross

Librarian

August 19, 1992

TRUSTEES

Jeremiah Minihan, Chairperson Ward 4
Term to expire 1993

Ann Marie Cassavechia, Treasurer At Large
Term to expire 1994

David Pearson, Secretary Ward 3
Term to expire 1993

Natalie Wensley Ward 5
Term to expire 1995

Dianne Brennan Ward 2
Term to expire 1995

Nancy Hubbard Ward 1
Term to expire 1994

David Tinkham, City Manager designate

STAFF AS OF JUNE 1992

Director	Tedine J. Ross
Technical Services	Vacant
Children's Services, Head	Karen McCarthy Eger
Reference Librarian	Cynthia L. Scott
Children's Librarian	Marie L. Bisbee
Library Assistant II, Circulation	Joan B. Cranton
Library Assistant	Eleanor A. Berney
Library Assistant	Blanche E. Valley
Library Assistant	Pat Roese
Library Assistant	John Collins
Library Assistant	Ruth Clough
Library Assistant	Theresa Locke
Secretary	Gail Pearson
Page	Patricia Clement
Page	Christopher Marzoli
Page	Steve Sirois

LIBRARY OPERATING EXPENSES 1991/1992

Salaries		219,164
Longevity		1,800
Books, Periodicals and Pamphlets		48,882
Books:		
City	24,359	
Trust	6,839	
Special	<u>11,805</u>	
	43,003	
Periodicals and pamphlets:		
City	5,489	
Special	<u>390</u>	
	5,879	
Microfilm, Microfiche		3,989
Database services		3,919
Audio and Video cassettes		5,603
City	4,563	
Special	<u>1,040</u>	
	5,603	
Binding		-0-
Professional and Co-op dues		325
Equipment		225
Electricity		4,978
Telephone and telecommunications		7,564
Sails	2,154	
Centrex	1,450	
Catalog	3,600	
Fuel		2,637
Water		326
Sewer		273
Library maintenance items		722
Staff development, conferences		313
Special events		1,155
Supplies		5,716
City	5,524	
Special	<u>192</u>	
	5,716	
Postage		1,561
Service contracts, office mach. maint.		2,618
Conservation		-0-
Misc. printing, advertising etc.		1,593
Year end balances - Trust and Special		<u>5,474</u>
		318,837

LIBRARY COLLECTION

Books added	3,451
Books discarded (worn, obsolete)	1,859
Books not returned (1990/91)	650
Microforms	
Microfilm rolls	1
Microfiche sheets	783
Audiovisual materials	
Tape cassettes added	103
Videos added	160
AV not returned	19
Periodical and newspaper subscriptions	190

LIBRARY SERVICES

Public Service Hours	2,946
Borrowers registered 91/92	3,181
Adult Circulation	73,391
Juvenile Circulation	68,871
Total circulation	<u>142,262</u>
Reference questions, adult and Juv.	5,348
Children's Services	
No. of programs	147
Attendance	4,739
Group use of meeting rooms	199

RESOURCE SHARING

Interlibrary loan	
Provided to other libraries by Rochester	871
Received from other libraries	428
Number of requests processed (includes filled and unfilled)	1,682

LIBRARY INCOME BY SOURCE

City of Rochester Operating Budget	291,657
Trust fund interest	5,923
Fines and fees	8,072
Out of town registrations	4,800
Gifts	376
Book sales	948
Copy machine profit	957
Misc. cards, computer, microfilm etc.	1,183
Balances June 1991	4,921
	<hr/>
	318,837

REPORT OF THE ECONOMIC DEVELOPMENT DEPARTMENT 1991-1992

1991-1992 showed some improvement from the previous year, but the New England economy is still sluggish. This fact has continued to affect our commercial and industrial sector. In spite of these problems, there are signs of strength in Rochester.

Our industrial sector has expanded. Cabletron Systems added another 100,000 square feet in the Cross Roads Industrial Park. This location will be their distribution center and will also increase employment by an additional 200. Salmon Falls Precision Fabricators added an additional 10,000 square feet and as well as an expansion in their total employment. New England Leather Accessories also expanded both their retail and manufacturing space. Another company on the move is Innovative Plastic Technology. Even though the company is relatively new, it has become a steady provider of jobs. Incidentally, both quarterbacks in the 1992 Super Bowl were wearing products manufactured by IPT. This company is one to watch. We are delighted they are one of our corporate citizens.

Demoulas Market Basket opened a shopping center on the north side of Rochester. This well run supermarket chain obviously is convinced that Rochester's future is a bright one.

We are all hopeful that next year will bring on improved economy. Our efforts continue to be first, to help the companies here, and second, to attract new industry. A special thank you to the Mayor and City Council for their commitment to economic development. Also, for their volunteer spirit and efforts to improve the city, I salute the members of the Rochester Economic Development Commission.

REPORT OF THE DEPARTMENT OF PLANNING, DEVELOPMENT AND ZONING 1991-1992

The fiscal year 1991-1992, again, displayed a reduction in activities related to application processing. The available time resulting from the slowdown in private sector development has allowed the department to concentrate on its other missions: transportation planning, master planning, community development planning and project implementation, wetland surveying, impact analysis, and information system development. The Planning Board and subcommittees have been meeting once a week during the summer in an attempt to complete the Master Plan but, because of the complexity and extent of the task, we are about five months behind our projected deadline. Completing the Capital Improvement Program and the Impact Fee Ordinance depends on the completion of the Master Plan; therefore, we have not been able to address these items in this fiscal year.

GOALS FOR '92/93

1. Complete the five sections of the Master Plans.
2. Bring the Conservation section of the Master Plan.
3. Write a Capital Improvement Program for Rochester.
4. Write an Impact Fee Ordinance for Rochester.
5. Implement an efficient computer tax mapping process for the information system.
6. Develop strategic plans for transportation activities.
7. Write a Cluster Ordinance for Rochester.

DIVISION OF LONG-RANGE PLANNING AND DECISION SUPPORT SYSTEMS

The Long-range Planning Division has again concentrated its activities on Master Planning and building the Decision Support System (information system). Colles Stowell was hired to complete the Master Plan which demands a complete rewrite along with new subcommittee meetings. The extensive computer-based decision support system has begun to realize its "pay-back" by providing interactive support for the redistricting and for project design.

MASTER PLANNING: First draft and committee work completed on the Transportation, Recreation, Economic Development, Housing, Government Services, and Introduction Section. Data collecting has begun on the Conservation and Central Business Sections.

LONG-RANGE PLANNING: The Department completed a Library Location Impact Analysis Report for the Space Utilization Committee. An impact zone was designed for the Milton/Cross Roads area. Participation by the Department in local and state transportation issues has been very active. The redistricting for the City was completed and processed using the Department GIS.

DECISION SUPPORT SYSTEM: Decision Support System is an extension of the Information System. A DSS is computer-driven, like the Information System, but it ensures that the information is properly packaged for the decision-maker. The major accomplishments of the DSS are the census-based redistricting plan and the downtown marketing process. We now have all applications from June of 1991 to date and many different transportation and land use data bases on the system.

APPLICATION PROCESSING: Even with applications at a six-year low point the Board has worked very hard in ensuring quality control of the approval process and completing the Master Plan. The regular membership consisted of the following members: Neil Lachance, Chairperson; Phillippe Scott, Vice Chairperson; Dorothy Callaghan, Secretary; Matthias Marquardt; Maurice Gagne; Roger Laroche, Jr.; Annette Plaisted, and James McManus, Ex-Officio. The Alternate members were Eugene Henry, Leonard Jerabek, Debra Sanborn, Kathleen Justic, William Potter, and Edward Saputa, Alternate Council Member. The following table represents the comparative two-year workload of the Planning Board:

	FY 1990-91	FY 1991-92
Limited Subdivisions	9	10
Major Subdivisions-final	2	8
Applications for License to operate a Mobile Home Park	2	1
Site Reviews	47	45
Excavation Permits	2	0
Lot Line Revisions	5	10
Amendments	6	2

ZONING

Membership on the board has changed considerably during this fiscal year. We wish to thank the following members who have resigned as Zoning Board Members: Warren Ranagan, Denise Sevigny, Janice Kazlauskas and Thomas England.

We also would like to take this time to thank Sieglinde Fizz, Chairperson; Edward Mullen, Sue Rollins and our new members, David Stevens and Earl Rehrauer, Jr. for all their dedication and interest in the City's development.

The following Table represents the applications processed for the year:

	APPROVED	DENIED
Exceptions	5	2
Variances	30	5
Appeals of Administrative Decisions		6
Rehearings	21	4
Total	56	17

COMMUNITY DEVELOPMENT

The Community Development Block Grant (CDBG) is offered by the U.S. Department of Housing and Urban Development (HUD). The federal grants are aimed at promoting sound community development. The program provides financial assistance to carry out a wide range of community development activities directed toward neighborhood revitalization, residential rehabilitation, economic development.

The City's CDBG Program continued to provide financial assistance to support adequate supplies of safe, decent, sanitary, and affordable housing for low/moderate-income individuals and/or families in Rochester, East Rochester, and Gonic.

The Community Development staff provided administrative, technical, and financial assistance, made available through the form of a grant, to support the rehabilitation of nine (9) single-family, owner-occupied dwellings and one (1) absentee-landlord dwelling with four (4) units utilizing CDBG Program funds and the State Rental Rehabilitation Program funding. A total of approximately Eighty Thousand Dollars (\$80,000) was expended to rehabilitate these dwellings. Units have been completed and are now occupied.

The CDBG Program has also provided administrative, technical, and financial support to not-for-profit organizations with goals to provide permanently affordable rental housing to very low- and low-income households. Approximately Twenty-Five Thousand Dollars (\$25,000) has been expended for this activity, which provided fourteen (14) units of permanent, affordable rental housing. Units have been completed and are now occupied.

The City, through its CDBG Program, is constantly searching for new and better ways to improve its citizens' economic opportunities and overall housing conditions. As such, the Community Development and Economic Development staff personnel have pooled their expertise to design several new housing programs and an Economic Loan Program. The new housing program will be in the form of a loan and will address safety and code violations. The new program has been designed to enable the housing program to be self-perpetuating and will enable the City to serve more residents in the rehabilitation of their properties.

The C.D. staff is also very excited about the new Economic Loan Program entitled "Job Opportunity Benefit" Loan Program (JOB). The loan program will provide financial support to qualified businesses, within the boundaries of the City of Rochester, and may be used for rehabilitation, acquisition, and/or to purchase machinery or equipment, thereby strengthening and increasing the job opportunities for the citizens of Rochester.

There has been a determination of several neighborhood coalitions to improve the

aesthetics of their neighborhoods. In the past, these neighborhoods were considered depressed neighborhoods and the City, along with the residents, are striving to remove that stigma. A prime example would be the Academy Street Project. The City's Planning, Development, and Zoning Department has an in-house landscape designer who has worked closely with the neighborhood residents in the development of their neighborhood design and has the overall responsibility of managing the ongoing project. The residents in that area should be proud of their involvement as the project is near completion and the results are dynamic.

CDBG funding was utilized to support the conversion and rehabilitation of a two (2) car garage into a maternal and well-child clinic. The clinic is now complete and in full operation. The clients in these clinics are children of the working poor (150% of federal poverty guidelines). The clinic also offers services to the elderly in need of routine blood testing, etc.

Along with addressing the housing issues and public services, the City of Rochester, through its CDBG Program, committed approximately Two Hundred and Three Thousand Dollars (\$203,000) to make structural improvements to the Rochester Police Station, Rochester Community Center, Gonic Elementary School Playground, Spaulding Jr. High School and the Rochester Visiting Nurses Association to provide handicapped accessibility. These projects are complete and properties are now handicapped accessible.

The City's Community Development staff has been involved in evaluating public buildings for handicapped accessibility and providing technical support in addressing the new requirements of the "Americans with Disabilities Act" (ADA).

Fiscal Year '92-93 should prove to be another busy and exciting year for the Community Development staff. Along with the continued support of the Economic Loan Program, the City and its residents will continue their fight to abolish the "depressed neighborhood stigmas" and strive to make our community a beautiful place in which to live.

Respectfully submitted,

Peer Kraft-Lund
Planning, Development and
Zoning Director

REPORT TO THE POLICE COMMISSION OF THE POLICE DEPARTMENT FOR THE YEAR 1992

It shall be the duty of the Board of Police Commissioners authorized hereunder to appoint such police officers, constables, and superior officers as it may in its judgment deem necessary and to fix their compensation; and to make all rules and regulations for the government of the police force and to enforce the same.

The prime mission of the Rochester Police is the protection of life and property. This is accomplished through fair and equal enforcement, always keeping in mind the rights and dignity of the public.

The basis of all police action is the law and the credibility of the agency. The measure of our service will be judged by the public in the way we deliver our service. We will hold all personnel to a high level of ethical practices.

We will meet this mission through crime prevention, public relations, and community policing.

Goals of the Rochester Police Department for 1992 are:

- GOAL: To reduce commercial and residential burglaries.
- OBJECTIVE: To organize a public relations and education program for businesses to help reduce the number of commercial burglaries. The Department will increase its residential visibility through active and progressive patrol.
- GOAL: Develop a program for cross-training of current and future management staff.
- OBJECTIVE: To institute a program in which management staff, future and current, knows each others' jobs. To develop a rotating system where every member rotates through each bureau.
- GOAL: To increase police visibility.
- OBJECTIVE: To have a program where the whole department increases its visibility in all areas of the City. This will be developed by team management at all levels.

We currently have 38 sworn Police Officers, which includes the Chief of Police, the Major, Captains, and Lieutenants, the Patrol Division, and 11 civilian employees including the Parking Enforcement Officer, Communications Specialists, Account Clerk, Secretaries, and one Attorney for District Court Prosecution.

As the goals and objectives change from year to year, we continue to build on those set from previous years. Our Public Relations program continues in areas of community policing and the neighborhood coalitions programs, the school lunch program, the D.A.R.E. Program, the Driver's Education classes, and the bicycle patrol. All are ongoing with very high success rates.

We are well on our way to meeting the goals and objectives we have set for this year. We recently made several changes in the management structure of the Department. These promotions will be effective as we continue to develop our cross-training for current and future management staff.

Our directed patrol program allows for us to meet the goal of increased visibility. The objective of this program is to respond to concerns raised by the citizens, and the Department. Often the concerns relate to traffic infractions, such as speeding, OHRV's on the roadway, and backed-up traffic concerns, to name just a few. These concerns are analyzed for the most effective way to itemize the perceived problem, generally through directed patrols. Officers are focused on the specific complaint, and document results from these directed patrols through the chain of command.

In fiscal year 1991/1992, we recorded 42,914 log entries reported to the Communications Center. Through our community policing efforts we have seen a decrease in commercial burglaries. The number of accidents reported in 1991-1992 have decreased 14.5% over 1990-1991. The number of crimes reported to the State Uniform Crime Reports (UCR) which for example include homicides, burglaries, sexual assaults, and criminal mischief, have decreased 13.6% over last fiscal year.

The Rochester Police Department is committed to receiving input from the citizens and developing an open-minded concept of community policing. It will be that team effort, between the Police and the Community, that will enable us to live in a harmonious relationship.

Respectfully submitted,

Donald L. Vittum
Chief of Police

REPORT TO THE CITY ATTORNEY 1991-1992

The following is a report of the activities of the office of the City Attorney for the year beginning July 1, 1991 and ending June 30, 1992. During the fiscal year 1990-91, the following cases involving the City of Rochester were terminated:

1. Surrette v. City of Rochester, -- 88-E-167;
2. Paul Thomas and Anna Thomas v. City of Rochester, -- 89-C-116;
3. Beth Hamel and Frank Glidden v. Rochester Planning Board, -- 89-E-120;
4. George E. & Carol Pratt v. City of Rochester, -- 89-C-778;
5. National Fence & Granite Co., Inc. v. Professional Pavings, City of Rochester, et als, -- 89-E-275;
6. Midway Excavators, Inc. v. Professional Paving and City of Rochester, Trustee, -- 89-E-564;
7. Salmon Falls Nursery v. Professional Paving, Inc. and City of Rochester, -- 90-C-021;
8. Capital Door & Hardware Corp. v. Master Builders, Inc., City of Rochester, et al, -- 90-E-096;
9. Godin Brothers Drywall, Inc. v. Master Builders, Inc., City of Rochester, et als, - - 90-C-039;
10. Spaulding Realty Trust v. City of Rochester Planning Board and Exit 13 Limited Partnership, -- 90-E-231;
11. Miltner's Shoes, Inc. v. City of Rochester, -- 90-C-748;
12. Dick Poulin Chevrolet, et als v. Holy Rosary Credit Union and City of Rochester, -- 92-E-072;
13. Genest Concrete Works, Inc. v. City of Rochester, et als, -- 91-E-110;
14. Buckley Associates v. Ricci construction, City of Rochester, et al, -- 91-E-148;
15. Malibu Associates Limited Partnership v. City of Rochester, -- 91-E-090;
16. Woodland Green Condominium Assn. v. City of Rochester, -- 91-E-086

In addition to the above cases, as of June 30, 1992, the following actions involving the City of Rochester or the Rochester School District were outstanding in various New Hampshire state courts:

1. City of Rochester v. Mark Huddleson, et als, -- 86-E-057;
2. L.E. Gregoire Const. v. City of Rochester, -- 89-E-089;
3. Richard and Beverly Gleason d/b/a Fire Fab v. Master Builders, Inc., City of Rochester, et als, -- 90-E-065;
4. George Blaisdell, et al v. City of Rochester, -- 85-C-434, 86-C-094, 89-E-189;
5. Exit 13 Limited Partnership v. City of Rochester, -- 91-E-159;
6. Emmanuel Advent Christian Church v. City of Rochester; -- 92-E-047;
7. Deborah Grant v. George A. Jerome, -- 92-C-067;
8. City of Rochester v. Ernest Downing, -- 92-E-083;
9. Glenn R. Surrette v. City of Rochester, -- 92-E-105;
10. George Pynn Masonry v. Ricci Const. Co., Inc., City of Rochester, et al, -- 91-E-175;
11. Midway Excavators, Inc. v. Fisher Excavating and Building Corp., City of Rochester, et als, -- 91-C-516;
12. Barretto Granite Corporation v. Ricci Construction Co., Inc., City of Rochester, et al, -- 92-E-039.

The office of the City Attorney provided representation to the City in numerous matters before the New Hampshire courts with respect to cases in which the City was a party, as well as before various administrative agencies when necessary. In addition, the City Attorney attended council meetings, as well as meetings of other City boards and commissions upon request. When requested, legal opinions and advice were provided to the Mayor, City Manager, City Council, City Department Heads and the Chairmen of various committees and Commissions of the City. Legal instruments, including deeds, leases, contracts, ordinances, and amendments to ordinances and other similar documents, were drafted and reviewed as required during the year and representation of the City was provided with regard to the acquisition and disposition of real estate.

Respectfully submitted,

Danford J. Wensley, City Solicitor

REPORT OF THE CITY CLERK CALENDAR YEAR 1991 AND FISCAL YEAR 1991-92

During CALENDAR YEAR 1991, the City Clerk's Office performed the following functions (which must be processed on a calendar year basis, rather than on a fiscal year basis):

Processed the following Vital Statistics Records: 479 Births; 298 Deaths; and 224 Marriages; also processed birth-record amendments, including adoptions, legitimations, affidavits of paternity, legal changes of name, and court-ordered paternity decrees; recorded pre-marital age and time waivers; processed vital record corrections/amendment forms; issued delayed certificates of birth; issued burial permits under authorization of the Board of Health and the Health Officer; filed burial permits for all Rochester interments; filed and indexed informational copies of births, marriages, and deaths which pertained to Rochester residents but which occurred in other New Hampshire communities; provided informational copies of vital record occurrences to other cities/towns whenever persons named in those records were residents of other New Hampshire communities; processed all in-person and mail requests for certified copies of vital records; assisted customers with genealogical research; and, attended meetings relative to vital record regulations and statutes;

Issued 1560 dog licenses and 15 Kennel/Group Licenses, the latter in conjunction with the Animal Control Officer; prepared and distributed copies of the Ordinance governing removal of dog excrement with each license issued; provided dog licensing service at the annual Rabies Clinic held at the Rochester Fairgrounds in April; published all dog licensing reminders and rabies clinic notices;

Recorded and processed 396 Uniform Commercial Code Financing Statements, as well as 334 related termination, continuation, amendment, assignment and search statements.

During FISCAL YEAR 1991-92, the City Clerk's Office performed the following functions:

Recorded the votes and proceedings of the City Council at both regular and Special City Council meetings; published and indexed the minutes of all City Council meetings in accordance with RSA 91-A:4 [i.e., "Right-to-Know Law"]; and, provided informational copies of the minutes to all affected citizens, boards, commissions and department heads following every Council meeting;

Compiled the agendas for all regular and special meetings of the City Council in conjunction with the Mayor and City Manager; prepared the agenda binders for all City Council members, the Mayor, the City Manager, and the City Solicitor, as well as identical packets for the media; and, maintained an updated monthly list of City Council Committee business;

Published notices of City Council public hearings and ordinance amendments, as well as public informational notices associated with City Council actions;

Attended all City Council public hearings and recorded/distributed the minutes of those meetings;

Published notices of all City Council, School Board, and Election Official vacancies and accepted applications relative thereto;

Received and posted all notices of vacancies on various municipal boards and commissions, supplying the City Council with copies of all applications pertaining thereto;

Compiled updated pages for the General Ordinances of the City whenever new Ordinances were adopted or whenever existing Ordinances were amended by the City Council; provided these updated pages to 96 individuals, including all City department heads, elected officials, board and commission chairmen, as well as subscribers;

Maintained an updated listing of elected/appointed officials, including membership rosters for all municipal boards and commissions, and distributed/filed all related Oaths of Office;

Recorded jury lists for all five wards in the City and coordinated the jury selection process;

Provided Notarial and Justice of the Peace Services;

Prepared the newly-adopted Non-Union employee Merit Plan for printing and distribution;

Supervised three elections during fiscal Year 1991-92, as follows: the November 5, 1991 Regular Municipal Election; a Special Municipal Election relative to amending the City Charter which was held concurrently with the regular Municipal Election; and, the February 28, 1992 Presidential Primary Election. In reference to the 1991 Regular and Special Municipal Elections, the City Clerk's Office received and processed declarations of candidacy for the offices of Mayor, City Council, School Board, Police Commission, and Election Officers (Moderators, Ward Clerks, Selectmen, and Checklist Supervisors); processed and mailed/delivered 388 absentee ballots; oversaw the typesetting, layout, and printing of all official, absentee, and sample ballots for both the Regular and Special elections; recorded the final election results for all elected offices and City Charter amendment questions [See Attached Report, Exhibit A] and provided election reports to the City Council and to various State agencies. In reference to the 1992 Presidential Primary Election, the City Clerk's Office processed and mailed/delivered 562 absentee ballots); recorded the can ballots; 261 Democratic ballots; and 4 Librarian ballots); recorded the final election results for all elected offices and provided election reports to the City Council

[See Attached Report, Exhibit C] and to the Secretary of State;

Prepared the City Charter for publication and distribution, incorporating the amendments approved on November 5, 1991 which became effective July 1, 1992;

Accepted new voter registrations, declarations of party affiliation, and checklist changes in address/ward/name; provided in-home voter registrations for the elderly and disabled; coordinated and attended all sessions of the Supervisors of the Checklist and served as Clerk of that Board;

Maintained and updated the City's computerized voter checklist; printed all required checklists; and, produced all magnetic copies of voter files for purchase by candidates and various organizations;

Published all election-related public notices, including notice of Supervisors' sessions, availability of absentee ballots, and polling place locations.

Provided election materials and notices of election law changes to all of the City's Election Officials; produced procedure manuals for Moderators, Ward Clerks and Checklist supervisors relative to pre-election and Election Day activities and duties;

Completed 1991 Vote Re-Registration process, in conjunction with the Board of Checklist Supervisors [See Attached Report, Exhibit B]; updated the computerized voter files to include all voting records for general elections in 1988, 1989, 1990 and 1991; published all notices of Re-Registration supervisors' sessions and attended all such sessions; provided reports to City Council and Secretary of State relative to the re-registration process;

Completed the 1992 Redistricting process, notifying 1,157 voters of new ward assignments created by the equalization of ward populations by the City Council [See Attached Report, Exhibit D]; updated computer files relative thereto; prepared list of streets affected by Redistricting and a new master list of all streets/residences in City indicating proper ward assignments. Coordinated the exchange of voter cards among the supervisors of the checklist to encompass all voters assigned to different wards.

Accepted filings for the offices of Representatives to the General Court and Delegates to the State Party Conventions, in preparation for the September, 1992 State Primary Election [See Attached Report, Exhibit E].

Distributed and processed applications for the Adams-Pray Funds;

Issued City Hall parking lot stickers to employees and qualified non-employees;

Processed elderly discounts relative to New England Cablevision;

Recorded and indexed Federal (IRS) and State tax liens; City liens; writs of attachment; utility pole and conduit licenses; articles of agreement and amendments thereto; City vehicle titles; agreements and contracts; leases; New Hampshire Wetlands Board/dredge and fill applications; litigations; developers' performance/surety bonds; and, deeds of the City;

Notified Public Service Company of New Hampshire of all new street light installations approved by the City Council;

Continued organizing and cataloging documents stores in the City Hall vault, in accordance with the retention scheduled established by the Administrative Rules of the New Hampshire Municipal Records Board;

Received and recorded cash receipts from various City Departments, including the Welfare Department, the Health/Code Enforcement/Building Inspection Department, the Planning and Development Office, the Zoning Board, the Police Department, the Recreation Department, and the Animal Control Office.

City Clerk revenues for Fiscal Year 1991-92 totaled as follows: \$24,431.00 in Vital Record fees (\$10,481.00 City Share; \$13,950.00 State Share); \$9,120.00 in Marriage License Fees (\$1,596.00 City Share; \$7,524.00 State Share); \$11,077.00 in Uniform Commercial Code fees; and, \$5,150.00 in Miscellaneous income. Dog License revenues totaled \$9,762.00 (\$8,982.00 City Share; \$780.00 State Share).

Respectfully submitted,

Gail M. Varney, City Clerk

FOR MAYOR	WARD 1	WARD 2	WARD 3	WARD 4	WARD 5	TOTAL
SANDRA B. KEANS	425	384	514	308	386	2017
ROLAND ROBERGE	900	614	1115	821	760	4210
Scattering	0	1	3	1	4	9

FOR CITY COUNCIL, AT-LARGE SEAT A (4-YEAR TERM)	WARD 1	WARD 2	WARD 3	WARD 4	WARD 5	TOTAL
HARRY F. GERMON	833	538	1004	670	684	3729
"BOB" MONTGOMERY	354	330	404	289	299	1676
EARL REHRAUER, JR.	98	80	128	118	98	522
Scattering	0	3	1	0	1	5

FOR CITY COUNCIL, AT-LARGE SEAT B (UNEXPIRED TERM)	WARD 1	WARD 2	WARD 3	WARD 4	WARD 5	TOTAL
"PATI" FREW-WATERS	225	218	283	208	193	1127
"FRED" STEADMAN	751	477	932	579	571	3310
RALPH W. TORR	270	250	302	246	329	1397
Scattering	6	2	6	4	6	24

FOR SCHOOL BOARD, AT-LARGE	WARD 1	WARD 2	WARD 3	WARD 4	WARD 5	TOTAL
JAMES J. FABIANO	731	515	1013	593	611	3463
RAYMOND A. LUNDBORN	468	409	508	438	441	2264
Scattering	0	1	0	4	2	7

FOR POLICE COMMISSION	WARD 1	WARD 2	WARD 3	WARD 4	WARD 5	TOTAL
BARRY K. FLANAGAN	197	122	337	137	185	978
"ED" IMBEAULT	72	71	48	40	48	279
RONALD G. LACHAPELLE	558	467	695	501	504	2725
LUCIEN G. LEVESQUE	413	287	437	402	341	1880
Scattering	0	3	1	1	1	6

	FOR CITY COUNCIL		FOR SCHOOL BOARD	
WARD 1	"CHARLIE" MANTOPOULOS	169	MARY LOU BEAVER	391
	EDGAR F. RAAB	614	RUTH WALSH	839
	A. RAYMOND VARNEY, JR.	485	Scattering	0
	Scattering	0		
WARD 2	DANIEL J. HARKINSON	457	"STAN" KALISHMAN	350
	"JIM" TWOMBLY	522	ELIZABETH YOUNG	589
	Scattering	1	Scattering	2
WARD 3	ALAN REED-ERICKSON	548	RICHARD SLIWOSKI	1170
	EDWARD SAPUTA	1053	JESSE R. SMITH	385
	Scattering	1	Scattering	0
WARD 4	CHERYL E. CULLIMORE	324	SEAT A (4-YEAR TERM)	
	OMER J. OUELLETTE, JR.	190	DAVID T. PARENT	862
	BERNARD J. VENO	582	Scattering	7
	Scattering	3	SEAT B (UNEXPD TERM)	
			ROBBIE L. PARSONS	839
			Scattering	6
WARD 5	BRUCE E. LINDSAY	565	DONNA COCHRANE	472
	PHILLIPPE H. SCOTT	453	STEVEN D. TUTTLE	611
	FRANK H. SWAIN, JR.	76	Scattering	4
	Scattering	1		

	FOR MODERATOR:		FOR WARD CLERK:	
WARD 1	LAURA C. WYATT	1021	BEVERLY A. MONTGOMERY	1025
	Scattering	0	Scattering	1
WARD 2	BRIAN P. BRENNAN	806	LORRAINE A. MORIN	802
	Scattering	5	Scattering	2
WARD 3	O'NEIL P. RICHEY	749	KAREN GROSSMAN	1314
	SCOTT WENSLEY	667	Scattering	7
	Scattering	1		
WARD 4	IRENE T. CRETEAU	895	PATRICIA C. DUNLAP	913
	Scattering	4	Scattering	4
WARD 5	DANFORD J. WENSLEY	876	JANA MEGEE	874
	Scattering	6	Scattering	3

	FOR SELECTMAN:		FOR CHECKLIST SUPERVISOR:	
WARD 1	AUSTIN J. GRANT	1036	CAROLINE A. BOYLE	1058
	Scattering	0	Scattering	0
WARD 2	JULIE BROWN	782	JO-ANN FOCHT	787
	Scattering	14	Scattering	2
WARD 3	STUART J. FANNING	1294	MURIEL P. GAGNON	1337
	Scattering	3	Scattering	2
WARD 4	LILLIAN M. BOUDREAU	899	JACQUELINE M. PETERS	892
	Scattering	4	Scattering	5
WARD 5	WARREN C. BUCHANAN	845	GERTRUDE BRIGHAM *	35
	Scattering	5	CINDY CORRIVEAU	335
			Scattering	23

* Deceased. Candidate's name appeared on 52 absentee ballots that were distributed prior to her death; official ballots used at the polling place were reprinted and did not include her name.

CITY CHARTER AMENDMENT QUESTIONS

	MAYORAL VETO		CONFLICT INT		TERMS-CC & SB	
	YES	NO	YES	NO	YES	NO
WARD 1	803	502	968	327	991	309
WARD 2	531	446	622	339	625	342
WARD 3	1023	586	1227	376	1249	359
WARD 4	700	392	811	308	831	250
WARD 5	690	416	792	307	840	266
TOTAL	3747	2342	4420	1657	4536	1526

PARTY AFFILIATIONS

	REP	DEM	LIB	IND	TOTAL
WARD 1	697	683	1	798	2179
WARD 2	633	529	1	502	1665
WARD 3	848	809	3	1211	2871
WARD 4	466	767	0	530	1763
WARD 5	649	618	1	708	1976
TOTAL	3293	3406	6	3749	10,454

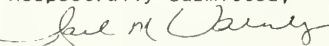
VOTER TURNOUT: REGULAR MUNICIPAL ELECTION
Special Municipal Election

VOTER TURNOUT	TOTAL REGULAR BALLOTS CAST	TOTAL ABSENTEE BALLOTS CAST	TOTAL BALLOTS	TOTAL REG. VOTERS	PERCENT TURNOUT
WARD 1	1267* 1267**	66* 64**	1333* 1331**	2179	61%**
WARD 2	960* 960**	56* 56**	1016* 1016**	1665	61%**
WARD 3	1561* 1561**	85* 85**	1646* 1646**	2871	57%**
WARD 4	1083* 1083**	57* 53**	1140* 1136**	1763	65%**
WARD 5	1095* 1095**	69* 66**	1164* 1161**	1976	59%**
TOTAL	5966* 5966**	333* 324**	6299* 6290**	10454	60.3%**

* REGULAR MUNICIPAL ELECTION ONLY

** SPECIAL MUNICIPAL ELECTION ONLY

Respectfully Submitted,


Gail M. Varney, City Clerk

REPORT OF 1991 VOTER RE-REGISTRATION

The 1991 Voter Re-Registration process concluded on August 1, 1991, with the following results:

	10/27/90 Checklist [Old Totals]	8/1/91 Checklist [New Totals]
WARD 1:	2,639	2,102
WARD 2:	2,101	1,626
WARD 3:	3,467	2,784
WARD 4:	2,287	1,721
WARD 5:	2,510	1,927
TOTAL:	13,004	10,160

The new ward totals [8/1/91] reflect not only the voters who failed to re-register, but also the addition of 379 new voters, the deletion of 300 deceased or "moved-away" voters, and the transferring of 131 voters between wards since the October 27, 1990 checklist was printed.

Actual Number of Voters Removed from Checklist: [% of 1990 Total]

WARD 1	559	(21%)
WARD 2:	484	(23%)
WARD 3:	771	(22%)
WARD 4:	543	(24%)
WARD 5:	566	(23%)
TOTAL:	2,923	(22.5%)

Respectfully submitted,

Gail M. Varney, City Clerk

REPORT OF VOTER TURNOUT PRESIDENTIAL PRIMARY ELECTION

Voter participation at the February 18, 1992 Presidential Primary Election totaled 63.8% overall in the City of Rochester -- almost 2% higher than the State average of 62%.

Additionally, the City Clerk's Office issued 562 absentee ballots for that election -- a new record for a Presidential Primary, far exceeding the 1988 total of 364 absentee ballots and the 1984 total of 210 absentee ballots.

For the first time since 1981, when the City's checklist was first computerized, Independent (undeclared) voters no longer constitute one-third of Rochester's voter population. Only 18.9% of the voters are now of Independent status.

The tables below summarize voter participation in each ward, party affiliations prior to the election, and party affiliations at the close of the polls on February 18. (The latter totals are preliminary counts supplied by the Checklist Supervisors on election night and will vary somewhat once all new party affiliations are entered into the computer).

VOTER TURNOUT

VOTER TURNOUT	REP REGL	REP AV*	DEM REGL	DEM AV*	LIB REGL	LIB AV*	TOTAL BALLOTS	TOTAL REG. VOTERS	PERCENT TURNOUT
WARD 1	643	37	813	48	9	0	1550	2396	64%
WARD 2	504	62	565	35	14	0	1180	1815	65%
WARD 3	824	69	985	51	24	0	1953	3157	61%
WARD 4	381	26	763	48	18	0	1236	1900	65%
WARD 5	533	62	705	46	8	0	1354	2129	63%
TOTAL	2885	256	3831	228	73	0	7273	11397	63.8%

*A total of 562 absentee ballots were issued; some were not returned by the voters prior to the statutory deadline; others were not cast by the Moderators if affidavit envelopes were not returned and/or properly signed.

PARTY AFFILIATIONS
Before Presidential Primary Election (February 8, 1992)

	REP	DEM	LIB	IND	TOTAL
WARD 1	714	705	1	976	2396
WARD 2	650	550	2	613	1815
WARD 3	884	847	4	1422	3157
WARD 4	468	769	0	663	1900
WARD 5	656	647	1	825	2129
TOTAL	3372	3518	8	4499	11,397
APPROXIMATE % OF TOTAL:	29.6%	30.9%	0.1%	39.5%	

After Presidential Primary Election (February 19, 1992)

	REP	DEM	LIB	IND	TOTAL
WARD 1	886	1037	9	464	2396
WARD 2	764	750	13	288	1815
WARD 3	1187	1281	25	664	3157
WARD 4	558	996	18	328	1900
WARD 5	789	924	8	408	2129
TOTAL	4184	4988	73	2152	11,397
APPROXIMATE % OF TOTAL:	36.8%	43.8%	0.6%	18.9%	

*Preliminary totals; final party affiliation counts will vary slightly.

Respectfully submitted,

Gail M. Varney, City Clerk

CHECKLIST CHANGES/REDISTRICTING

At the completion of the Redistricting process, 1,157 voters were assigned to new wards. Attached for reference is a street listing, indicating the number of registered voters that were affected on each street.

Below is a summary indicating the number of registered voters in each ward on February 8, 1992; changes that occurred to the list prior to the April 7 start of the redistricting process; and, final totals indicating the number of voters in each ward at the conclusion of the redistricting process. As you will note, the new totals reflect voter populations that are very close in number, varying only by a high/low range of 230 voters, or approximately 2.0% of all registered voters. (Prior to Redistricting, the range totaled 1,339 voters or 11.7% of all registered voters).

	WARD 1	WARD 2	WARD 3	WARD 4	WARD 5	TOTAL
Total Voters, 2/8/92 List:	2,396	1,815	3,157	1,900	2,129	11,397
New Voters:*	+22	+26	+32	+22	+23	+125
Voters Deleted, Died/Moved:*	-23	-15	-34	-25	-21	-118
Voter Transfers Out of Old Ward*	-12	-14	-8	-13	-14	-61
Voter Transfers In to New Ward*	+10	+14	+18	+9	+10	+61
Total Voters, before Redist:	2,393	1,826	3,165	1,893	2,127	11,404
Voters Added to Ward: **	+0	+475	+0	+495	+187	+1,157
Voters Removed from Ward: **	-179	-8	-814	-0	-156	-1,157
Total Voters, after Redist:	2,214	2,293	2,351	2,388	2,158	11,404

*Checklist Changes Occurring BEFORE start of Redistricting Process

**Changes Occurring DUE to Redistricting Process

Notices were mailed to all affected on April 21, 1992.

STREET SUMMARY: Redistricting Changes

	WARD 1		WARD 2		WARD 3		WARD 4		WARD 5	
	(+)	(-)	(+)	(-)	(+)	(-)	(+)	(-)	(+)	(-)
BALSAM STREET			31		-31					
BOULDER AVENUE			4		-4					
BROCK STREET					-16		16			
CEDARBROOK VILLAGE					-86		86			
CHAMBERLAIN STREET	-20								20	
COCHeco RIVER EST							100			-100
COLDSPRING MANOR					-27		27			
CONIFER CIRCLE			1		-1					
DRURY DRIVE					-16		16			
EASTERN AVENUE	-2								2	
ELIZABETH AVENUE					-21		21			
EMERSON AVENUE					-1		1			
FARMINGTON ROAD							9			-9
FOUR ROD ROAD					-13		13			
FOUR SEASONS MHP							29			-29
FRANKLIN STREET	-1								1	
GREAT FALLS AVENUE			3		-3					
HAMPSHIRE AVENUE	-22								22	
HANCOCK STREET			1		-1					
HEMLOCK STREET			36		-36					
HICKORY LANE			13		-13					
HILLSIDE DRIVE			23		-23					
ISABELLE LANE					-9		9			
JANET STREET					-22		22			
JUNIPER STREET			48		-48					
LAURA DRIVE			7		-7					
LITTLE FALLS BR. RD.							17			-17
LOWELL STREET			13		-13					
MEADERBORO ROAD					-10		10			
MEADOW LANE			18		-18					
MEADOWBROOK VILLAGE					-19		19			
MELANIE LANE					-2		2			
NORTH MAIN STREET				-3						3
NUTTER STREET	-19									19
OLD DOVER ROAD			98		-98					
OLD GONIC ROAD					-7		7			
OLD MILTON ROAD	-2									2
PALMERS MH PARK	-1									1
PARADIS DRIVE	-14									14
PARK AVENUE					-3		3			

STREET SUMMARY: Redistricting Changes (Continued)

	WARD 1		WARD 2		WARD 3		WARD 4		WARD 5	
	(+)	(-)	(+)	(-)	(+)	(-)	(+)	(-)	(+)	(-)
PEASLEE ROAD			5			-5				
PINECREST AVENUE		-6							6	
PORTLAND STREET		-20							20	
QUARRY DRIVE			7			-7				
ROCHESTER AVENUE		-8							8	
ROULX DRIVE		-4							4	
SALMON FALLS ROAD		-2							2	
SAMPSON ROAD						-38	38			
SOUTH MAIN STREET			1							-1
SPRUCEWOOD DRIVE		-10							10	
STATE STREET						-17	17			
SUSAN LANE			19			-19				
TEBBETTS ROAD			11			-11				
TINGLEY STREET			37			-37				
TOWLE LANE			26			-26				
VERNON AVENUE		-30							30	
VICTORIA CIRCLE			15			-15				
VINEWOOD LANE			20			-20				
WAKEFIELD STREET				-5					5	
WALNUT STREET						-9	9			
WASHINGTON STREET						-2	2			
WATSON DRIVE		-18							18	
WAVERLY STREET						-22	22			
WEeping WILLOW DR.			4			-4				
WESTVIEW DRIVE			19			-19				
WILDWOOD LANE			15			-15				
TOTAL	+0	-179	+475	-8	+0	-814	+495	-0	+187	-156

PARTY AFFILIATIONS
After Presidential Primary Election (February 19, 1992)

	REP	DEM	LIB	IND	TOTAL
WARD 1	887	1037	10	462	2396
WARD 2	770	757	13	275	1815
WARD 3	1189	1282	26	660	3157
WARD 4	565	1000	19	316	1900
WARD 5	802	931	9	387	2129
TOTAL	4213	5007	77	2100	11,397

Party Affiliations After Redistricting (April 21, 1992)

	REP	DEM	LIB	IND	TOTAL
WARD 1	785	947	11	471	2214
WARD 2	953	909	13	418	2293
WARD 3	856	941	17	537	2351
WARD 4	716	1178	23	471	2388
WARD 5	829	899	8	422	2158
TOTAL	4139	4874	72	2319	11,404

Respectfully submitted,

Gail M. Varney, City Clerk

REPRESENTATIVES TO THE GENERAL COURT

REPUBLICAN	DEMOCRAT	LIBERTARIAN
District 15 (Ward 1) NONE	Frank D. Callaghan Rose Marie Rogers	NONE
DISTRICT 16 (Ward 2) Clyde J. Douglass Sandra B. Keans	Richard D. Longo	NONE
DISTRICT 17 (Ward 3) Julie M. Brown	George F. Brown	NONE
DISTRICT 18 (Ward 4) NONE	Raymond A. Lundborn	NONE
DISTRICT 19 (Ward 5) Ralph W. Torr	"Greg" McGrath	NONE

DELEGATES TO THE STATE PARTY CONVENTION*

REPUBLICAN

Ward 1:	Ronald R. Malone Sharon E. Malone
Ward 2:	NONE
Ward 3:	Drucilla Bickford John J. Grimes
Ward 4:	Dorothea M. Kerlee Stephen M. Kerlee
Ward 5:	Jonathan E. Sindorf Patricia D. Sindorf

*DELEGATES TO THE DEMOCRATIC AND LIBERTARIAN STATE PARTY CONVENTIONS HAVE ALREADY BEEN SELECTED BY THEIR RESPECTIVE PARTIES. Candidates have been listed alphabetically in each instance.

Respectfully submitted,

Gail M. Varney, City Clerk

REPORT OF THE CODE ENFORCEMENT DEPARTMENT

1991-1992

The Code Enforcement Department has been very active during this 12 month period. As the population of Rochester continues to grow so does the responsibility of the department to enforce the rules and regulations of the City of Rochester. This office remains dedicated to this responsibility and will continue its program of positive code enforcement as a means of ensuring the health and safety of the citizens of Rochester.

The total revenue collected by the Code Enforcement Department was \$96,921.70 and is categorized as follows:

Food Establishment Licenses	\$18,200.00
Animal Control Fines & Shelter Fees	3,228.50
Code Enforcement Permits	16,197.00
Building Permits	59,296.20
	\$96,921.70

The total amount expended by the department was \$156,199.90.

BUILDING INSPECTION

Major duties of the department include the administration of the BOCA National Building code, the review and issuance of building permits, and the inspection of construction sites to ensure their conformance with the Zoning Ordinance, Planning Board approvals, and the Building and Life Safety Codes. A total of 1,296 permits were issued with an estimated building cost of \$15,563,915.

During this year the Code Enforcement Department oversaw the completion of the new Middle School on Brock Street and the renovations at the original Spaulding High School. Other major construction projects completed during this period are: construction of Cabletron Systems Inc. warehouse addition on the Milton Road, conversion of the former post office on North Main Street for District Court use, construction of Demoulas Plaza on the Milton Road and renovations at the Lilac Mall.

HEALTH

The major health-related duties of the department continue to be the licensing and inspection of the city's food service establishment industry. We have worked closely with the owners and operators to ensure compliance with the N.H. rules for the sanitary production and distribution of food. During the year each food establishment was inspected a minimum of two times and as a whole Rochester's food establishments are in excellent condition.

The department also performed inspections of day care and foster home facilities, investigated housing code complaints and responded to various health-related

concerns of the citizens of Rochester.

The Animal Control Officer, Mr. John Fitch, has remained very active. During this year he responded to a total of 564 animal-related complaints and impounded 138 dogs. As part of our agreement with the Cocheco Valley Humane Society, 48 unclaimed dogs and cats were brought to the shelter for possible adoption.

The Board of Health has met periodically throughout the year. They remain active in the City's food service establishment licensing and inspection program and drafted a new licensing fee schedule which was adopted by the city Council.

The Board of Health is comprised of the following members:

Dr. Thomas Moon, D.V.M. - Chairman
Mr. John Stowell, H.O. - Secretary
Dr. James DeJohn, M.D.
Mr. William Keefe, P.D.
Dr. William Olney, M.D.

CODE ENFORCEMENT

Other general activities performed by the department included inspection and licensing of mobile home parks, inspection of public school buildings and licensing of bowling alleys, movie theaters, pool tables, taxicabs, junkyards, secondhand dealers, video games and hawkers & peddlers.

Respectfully submitted,

John Stowell
Director of Code Enforcement

FISCAL YEAR 1991-1992

Month/ Year	Conv. Homes	Founda- tions	Condos & Apartments	Mobile Homes	Residential Additions Alterations Repairs & Outbuildings	Non- residential Buildings	Non- residential Additions Alterations Repairs & Outbuildings	Electrical	Plu						
Jul. 91'	3	152,957		3	94,000	38	181,153	1	49,000	12	866,066	45	208,290	19	1
Aug. 91'	6	347,300	3	17,600	3	96,867	27	88,616		4	114,693	43	55,301	17	
Sep. 91'	4	206,000			4	152,000	27	78,400	1	30,400	12	388,719	45	235,176	17
Oct. 91'	3	144,800			2	67,500	26	126,694			7	1,671,900	58	157,500	17
Nov. 91'	3	138,000	1	5,000	2	71,000	19	110,301	1	47,750	3	53,400	48	52,675	22
Dec. 91'	2	85,000			1	49,900	11	34,100			7	184,700	33	14,315	6
Jan. 92'	5	305,000	1	380,000	3	94,000	10	58,350			5	207,000	61	42,095	13
Feb. 92'	2	130,000					13	75,470	1	2,520,000	6	425,000	32	402,985	6
Mar. 92'	3	187,360			3	361,400	26	83,255			3	40,264	49	80,186	22
Apr. 92	3	245,000	1	2,200	4	130,800	29	114,030	2	105,350	10	69,302	47	36,487	19
May 92'	6	364,895	1	10,000	1	25,400	61	158,303			7	104,501	64	66,313	20
June. 92'	10	815,000	1	800	2	28,000	53	169,264			10	64,392	66	55,632	15
	50	3,121,312	8	415,600	1	65,000	28	870,867	340	1,280,736	6	2,752,500	86	4,189,937	591
														1,406,955	193

BUILDING PERMITS

SIGNS	POOLS	OTHER	RENEWALS	MONTHLY TOTAL	YEAR TO DATE TOTAL	DEMOLITIONS	DEMOLITIONS YEAR TO DATE TOTAL
3 4,940	1 3,400	1 400	1 2,500	127 1,761,259	127 1,761,259	1 1,000	1 1,000
5 15,495	1 4,200	12 15,701	1 2,500	122 785,250	249 2,546,509	3 3,500	4 4,500
2 18,000	1 4,000	4 186,650	2 95,000	119 1,426,995	368 3,973,504	2 110	6 4,610
3 1,249	2 21,000	7 19,034	2 4,000	127 2,274,063	495 6,247,567	1 2,400	7 7,010
4 5,150		3 3,050	1 1,000	107 536,404	602 6,783,971	1 50	8 7,060
7 3,775				67 375,610	669 7,159,581	6 31,700	14 38,760
1 100		1 2,500	1 1,000	101 1,125,845	770 8,285,426	2 11,000	16 49,760
2 12,370		2 1,750		64 3,745,270	834 12,030,696	1 750	17 50,510
2 1,035	1 4,000	4 35,950	1 2,000	114 535,195	948 12,565,891	3 6,650	20 57,160
7 15,900	1 2,499	11 8,531	1 600	135 766,599	1,083 13,332,490	1 500	21 57,660
8 32,590	4 2,650	12 31,825	2 6,000	187 906,797	1,270 14,239,287	4 2,700	25 60,360
2 800	8 19,260	13 55,815	1 26,000	181 1,260,268	1,451 15,499,555	2 4,000	27 64,360
46 11,404	19 61,009	70 140,600	13 140,600	1,451 15,499,555		27 64,360	

REPORT OF THE PUBLIC BUILDINGS DEPARTMENT 1991-1992

The responsibilities of the Public Buildings Department continue to be the repair and maintenance of assigned City buildings, as well as maintenance of parks and recreational facilities. This year the department also assumed all lawn mowing duties previously performed by the Public Works Department. Staff members include the Supervisor of Public Buildings, the Public Buildings Foreman, one full time maintenance person, three full time custodians, one contract custodian for the East Rochester Town Hall, and three temporary summer employees,

Major accomplishments for the period include: Energy conservation improvements at the Central Fire Station and East Rochester Town Hall/Fire Station including the installation of building insulation, storm windows and insulated overhead doors, installation of an emergency generator at the Police Station, renovation of the dispatch center at the Central Fire Station, installation of a combination security/fire alarm system at the Public Library, installation of a waste oil furnace at the Public Works Garage, and the maintenance of the outdoor swimming pools.

The Department will continue, with the cooperation of the Mayor and City Council, to revitalize the City's physical plants.

Respectfully submitted,

John Stowell
Supervisor of Public Buildings

REPORT OF THE DEPARTMENT OF PUBLIC WORKS 1991-1992

The activities of this department are as follows:

DRAINAGE WORK

STREET	PIPE	CATCH BASINS	DRY WELLS	CULVERTS
Sewell Ave.			1	
Dewey St.	200	LF	2	
High St.	50	LF	2	
Lowell St.	1500	LF	7	
Cross Rd.			5	
Flat Rock Bridge Rd.			5	
Haven Hill Rd.	50	LF		2
Glenwood Ave.			1	
Chesley Hill Rd.	270	LF	2	
Heaton St.	50	LF	1	
Blackwater Rd.				1
Second St.	750	LF	3	
Four Rod Rd.	60	LF		
Rte. 125, Milton Rd.			2	
Madison Ave.			1	
Janet & Elizabeth Sts.			4	
Park St.			1	
Birch St.			1	
Creteau St.	30	LF	2	
High School-Tennis Cts.	220			

ROAD WIDENING & DRAINAGE

Dry Hill Road	100	LF
Roberts Rd.	Drainage & Widen cul-de-sac, 1 Catch Basin	
Hollis Ln.	Drainage & Widen cul-de-sac, 1 Catch Basin	
Ten Rod Rd.	Road Widened & 60 LF Guardrail	
Pickering Rd.	Road Widened & 200 LF Guardrail	
Bernard Rd.	Road Widened & 23 LF Culvert	

NEW SIDEWALK

Brock St.	630	LF
Washington & Brock Sts.	120' Guardrail	

PAVING

Dry Hill Road
Jackson St.
Maple St. - Gonic

Winter St. - Gonic
Portland St. - Adams Corner to Main St., East Rochester
Autumn St. - East Rochester
Highland St. - Pine to Maple
Congress St. - So. Main to Charles St.

BODY SHOP

12 trucks and city vehicles - painted and repaired.

DUMP FILL

3,462 yards

TREES

91 trees removed

33 stumps removed

Line painting

Traffic & street signs

Cleaning catch basins

Street sweeping

Traffic & street lights

Road patching

Dead animals removed - 38

SNOW

31 1/2 inches

Roads salted and plowed - 13 times

Roads sanded - 25 times

SALT

1,235 tons

SAND

2,221 yards

Call for after- hour jobs - 78 (Highway)

Call for after-hour jobs - 126 (Water, Sewer)

Rochester was first in the REGIONAL SNOW PLOW RALLY and placed second in the State Rally.

Respectfully submitted,

Bert D. George, Commissioner
Dept. of Public Works

REPORT OF THE WATER & SEWER WORKS

1991-1992

The activities of these divisions are as follows:

WATER DIVISION

New Water Services	63
Complete Water Relay Services	39
Relays - Main-Stop	46
Relays - Stop to Cellar	39
Services Discontinued	11
Services Repaired	93
Water Turn-ons	116
Water Turn-offs	133
Miscellaneous Water Jobs	201
Road Repairs	72
Water Line Inspections	43
Water & Sewer Estimates	84
Repair, Replace or Relocate Hydrants	14
Gate Boxes Raised	29
Gallons of Water Produced	812,420,000

SEWER DIVISION

Sewer Service Calls	134
New House Services	22
Repairs To Services	56
Miscellaneous Calls	196
Industrial Inspections	19
Gallons of Wastewater Treated	1,121,304,000

New water lines were installed on the following streets: Hancock Terrace, Plante Street, Kendall Street, Chasse Street and Academy Street. This is part of our continuing program of water main replacement throughout the City. My thanks go out to the Mayor and Council for providing the funds for this very necessary project and for their continued support of the activities of this department.

Sincerely yours,

Martin G. Laferte
Director
Water & Sewer

REPORT OF THE DEPARTMENT OF RECREATIONS AND YOUTH SERVICES 1991-1992

The Department of Recreation and Youth Services is comprised of four programs: Recreation, Court diversion, Youth Connection and Substance Abuse Prevention. The department is located in the Community Center on Hanson Street.

The Recreation Program provides a diversified range of activities to meet the ever-increasing, leisure-time needs of the community.

The Court Diversion Program provides an alternative to the judicial system for selected Rochester youths who have committed delinquent offenses.

The OSAP supports and coordinates programs designed to prevent the abuse of alcohol and other drugs by the citizens of Rochester.

The Rochester Youth Connection Program "connects" mature, stable adults with youngsters who need companionship and role-modeling. The program also provides interested youth with the opportunity to volunteer at selected worksites within the community, thus getting valuable work skills for future use. We feel very fortunate that the Rochester Rotary club has sponsored this program since it started.

The separate programs within the City work very closely with one another to make sure that the youth and adults involved have the necessary support to insure quality in all programs.

The Recreation Program in the City continues to offer a wide variety of programs for the very diverse community from the youngest to the oldest. We feel fortunate that the City of Rochester has such a volunteer-oriented population. We have been able to offer new programs on a consistent basis because of the willing community.

The program continues to work closely with the many youth sport leagues in the City. The efforts of these groups are to be commended. They have been able to build the facilities necessary for the youth in the city without having to depend on tax dollars. We are pleased to be able to offer these groups coaches' certification training through the National Youth Sports Coaches' Association.

Summer is the busiest season of the year. We are able to teach area youth how to swim at the three outdoor pools using the Red Cross method of swimming classes. We also offer four playground sites throughout the City for children to participate in on a daily basis, encouraging them to have fun at creative play with their peers, in a well-supervised setting. Rochester was also selected to be the host community for the annual State Hershey Track and Field Program. This program brought nearly 800 youth, ages 9-14, from over 40 communities to our city for an all-day event. Throughout the year we offer a wide variety of basketball programs for all ages, with

youth leagues in the winter, camps in the summer, and open gym times for all ages year-round. We have been fortunate to have the full cooperation of the Spaulding High School coaching staff in running these very successful programs. The department tries to offer a variety of programs for all members of the community. To name but a few, we include: karate, dog obedience, dance, creative movement, adult volleyball, adult walking club, and special trips.

The department was able to develop the Ledgeview Park area of Gonic. The land and money to develop it were donated by Walter Cheney in conjunction with the Ledgeview Development.

The director for this past year served as president of the New Hampshire Recreation and Parks Association, was elected President of the National Aquatics council, and was the recipient of the Wink Tapply Award, the State's highest award for professionalism in the parks and recreation field.

The Department of Recreation and Youth Services continues to work closely with other city departments and agencies. We strive to service the needs of the community as well as maintain a high-quality level.

I would like to thank the City Manager, the Mayor, the City Council, all of the various department heads and their personnel, the citizens of Rochester, and the countless volunteers for showing their support and cooperation over the past year, and in helping to make our city a healthy place in which to live.

Respectfully submitted,

W. Brent Diesel, Director

**REPORT OF THE JUVENILE COURT
DIVERSION PROGRAM
1991-1992**

During the past fiscal year forty-seven (47) youths were officially referred to Court Diversion. Most referrals came from the juvenile officer; several came directly from the Spaulding Middle School, and two came from a parent or other source. The criminal offenses included shoplifting, willful concealment, criminal mischief, theft, trespass, burglary, assault, criminal threatening, possession of alcohol, loitering and prowling, and OHRV violations. There was one repeat referral, for an offense of a different nature, that occurred within days of the first offense but before referral to Court diversion was made. There were also several referrals made that included several charges to an individual for a single incident that were dealt with within one contract. Otherwise there were no repeat referrals made or accepted.

This year there were many referrals of younger juveniles. Over half the referred youth were thirteen years old or younger which meant a great deal more involvement with the elementary school system. Of the remaining referrals, the majority were Middle School students and a few attended Spaulding High School. One older juvenile had dropped out but all the remaining youth attended school this year.

Of the forty-seven (47) referrals made, thirty-five (35) youth completed their contracts during this time period. Their completed contracts represented \$917.90 in restitution paid back to victims and/or designated organizations and 395 hours of community service work. Community Service sites were provided by the Rochester Public Library, Rochester Daycare, Rochester Recreation Dept., The Fellowship Soup Kitchen, Rochester Red Cross, Spaulding Track Coaches, Rochester Office of Substance Abuse Prevention, City of Rochester Code Enforcement, Spaulding Middle School, the Cold Spring Park Neighborhood Coalition and the Salvation Army.

Without the continued support and supervision of these service sites, Court Diversion could not provide for the individual accountability factor which plays such a vital role in our youths contracts. These dedicated site supervisors also lend positive support and motivation which helps our youth recognize that they can derive positive results while they learn from their mistakes.

Seven referrals never reached the contract stage due to either a lack of response from the juvenile (and/or parent) or refusal of the juvenile to participate. Lack of support or involvement by parents has always presented occasional difficulties but the complete lack of response from the onset of their child's criminal actions is a new phenomenon this year. These referrals then went on to court.

Two youths were returned for court disposition after the referral and intake process. One youth refused to complete his contract and one youth committed a subsequent offense. One referral was also withdrawn by the juvenile office after further investigation.

The three volunteer committees each continued to meet one night monthly to review cases. Collectively, a total of 200 hours were volunteered to help provide constructive contracts for diversion youth. Also, Three UNH Interns volunteered a total of 720 hours helping to provide individual motivation and support to our youth. These interns were all graduating seniors receiving credit based on my evaluation of their work experience. All our volunteers brought much skill, talent and dedication to the program and serve thanks.

The continued support of the Rochester Police Department through its juvenile officer and the cooperative, supportive relationship developed throughout the school system is gratefully acknowledged.

JUVENILE COURT DIVERSION PROGRAM STATISTICS
July 1991 - June 1992

Referrals

Male	Female	Total
34	13	47
72%	28%	100%

Referral Source

Police Dept.	School	Other	Total
39	6	2	47
83%	13%	4%	100%

Offenses

Shoplifting	Willful concealment	Theft	Other	Total
18	12	5	12	47
38%	25.5%	11%	25.5%	100%

Of 47 Referrals/Contracts

Returned contracts	Did not participate in program	Completed contracts during this time period
2	7	35
4%	15%	74%

Restitution paid

\$917.90

Community Service Work

935 hours

Adult Volunteer Hours

Contract Committee members	UM Student Interns
200 hours	720 hours

REPORT OF YOUTH CONNECTION 1991-1992

In its 6th year, the Rochester Youth connection changed coordinators. Holly Zenor left the organization the end of January and Rachel Legard took over as the new Program Coordinator at the end of April.

In the Big Buddy Program there were 8 new matches made during the year. As of June 30, 1992 there were 17 matches. Volunteers spend four hours a week with the child they are matched with. Adult volunteers donated approximately 3500 hours to the City of Rochester's troubled youth. The children are referred through school counselors and teachers. There are currently 14 boys and 8 girls on the waiting list for an adult companion.

To support active volunteers and recruit new ones, events this year for the organization included the annual summer cookout at Fernald Shores, a bike ride at Odiorne Park, the annual Christmas party, a potluck dinner and climbing Mt. Major. Volunteer meetings are held during months no special events are scheduled.

The Youth Connection also includes the Youth volunteer Program. A supervisor helps place children ages 12 to 16 in local businesses for 2-4 hours a week. Meetings are held weekly to teach interview and job skills. The youths gain experience and references for future job opportunities. There were 31 youths placed over the past year, providing local businesses with approximately 1300 hours of service.

REPORT OF SUBSTANCE ABUSE PREVENTION 1991-1992

The Office of Substance Abuse Prevention was established in 1989 to create, support and coordinate programs designed to prevent the abuse of alcohol and other drugs by the citizens of Rochester. Anne May is the coordinator of this program. During the fiscal year 91/92 this office became a part of the Department of Recreation and Youth Services.

This office initiated and coordinates the activities of two neighborhood coalitions, Cold Spring Park Neighborhood Coalition and the Academy Street Awareness Program. The latter has a new street scape which was completed in June 1992 with HUD funds provided through the Department of Planning, Zoning and Development

Other projects include overseeing the Cooperative Games Project which has brought the experience of playing cooperative games to over 600 children and 100 adults. The benefits of cooperative games increase the protective factors and decrease risk factors for substance abuse.

In addition, the Office of Substance Abuse Prevention has facilitated a six-week parenting program, coordinated Red Ribbon Week activities, provided alternative activities to at-risk youth through weekly volleyball, and After School Kids Klub and a teenage Murder Mystery.

The coordinator was the recipient of the Civilian Service Award of the Rochester Police Department and a New Hampshire Planners Association Award for her work with the Cold Spring Park Neighborhood Coalition.

REPORT OF THE SUPERINTENDENT OF SCHOOLS FOR SCHOOL YEAR 1991-1992

The 1991-92 school year brought completion to the construction projects of the past three years. The Richard W. Creteau Regional Vocational Center was opened for students in September, with more than 1,000 students attending in vocational and non-vocational classes each day. The center was constructed primarily with state funding which was amplified by local funds for non-vocational spaces.

The beautiful Spaulding High School, originally opened in 1939, has been restored to its original purpose through addition of a gymnasium, a classroom wing, and extensive interior renovation which has rejuvenated the functionality of the building and expanded its capacity for up to 1,600 pupils to accommodate future growth. Renovations included refurbishing the auditorium, modernization of science labs, a new library, and replacement of almost all asbestos-containing materials to create an asbestos-free environment in most areas of the school.

Completion of the new Rochester Middle School facility will allow full implementation of a grade 6-8 middle school concept in Rochester. While most attention has been focused on the facility, the major differences between a junior high school and a middle school are in the instructional approaches. The new facility is designed to enhance the instructional philosophy by creating spaces for instructional teams. It has three academic wings, known as houses, each having its own 6-8 student body. This creates a small school atmosphere while giving the students the advantage of programs that are economical only in a large school setting.

One of the most significant challenges facing the district has been the phenomenal growth of the special education population with its accompanying costs. High cost out-of-district placements, costing as much as \$100,000 each, have contributed to budget problems in an already tight economy. The special education population has grown nearly fifty percent in the past five years, while the remaining student population has remained relatively stable, with high growth at the elementary level and some decreases in the secondary schools.

Other budgetary concerns surrounding the recession, construction costs, and a growing school operating budget have resulted in political turmoil in the city and curtailment of some instructional and administrative services in the School Department.

As part of its Strategic Plan, Rochester School Department is becoming more involved with area businesses. This has included placement of a school representative on the Industrial Affairs Committee of the Chamber of Commerce and initiation by the Chamber of a Speakers bureau which was used extensively in the schools throughout the year. We are grateful for the cooperation of the Chamber and its member businesses for their interest in improving education for our children.

In an effort to improve efficiency in the transportation system, Rochester implemented a computerized routing system known as MapNet. This system permits school personnel to run several simulations of potential bus routes to find the most efficient and cost effective combination. After "working out the bugs" in the initial setup, we anticipate that the system will assist us in securing lower bids for our upcoming transportation contract, thus saving money over the next several years.

In another effort to improve efficiency and hold costs down, the School Department entered into a contract with ServiceMaster, a management company which will oversee maintenance and custodial operations. Because it manages over 17,000 facilities nationwide, ServiceMaster has a staff of facilities specialists available who can serve as troubleshooters and consultants at no cost beyond the base contract price. Research and sharing of techniques among the numerous facilities have also resulted in a comprehensive training program for local employees in the maintenance and custodial staff. Additionally, Servicemaster manufactures its own cleaning products, eliminating the middle man in supply purchases. The combination of these factors can result in savings in maintenance budgets while improving services.

SCHOOL BOARD - CITY OF ROCHESTER
JULY 1, 1991 - JUNE 30, 1992

Ward One -	Richard Bickford (Ruth Walsh 1/14/92) Frank D. Callaghan
Ward Two -	Stanley Kalishman (Elizabeth Young 1/14/92) Caroline McCarley
Ward Three -	Thomas L. Hutchison Richard Sliwoski
Ward Four -	Raymond A. Lundborn (David Parent 1/14/92) Robbie Parsons
Ward Five -	Fred Chisholm Bruce Lindsay (Steven Tuttle 1/14/92)
At Large -	Bert D. George Scott Wensley Donna Cochrane (James Fabiano 1/14/92)

STANDING COMMITTEES
JULY 1, 1991 - DECEMBER 31, 1991

Personnel Committee	Raymond Lundborn, Chair Donna Cochrane Fred Chisholm
Instruction Committee	Stanley Kalishman, Chair Thomas Hutchison Donna Cochrane
Building Committee	Richard Bickford, Chair Frank Callaghan Fred Chisholm
Special Services Committee	Scott Wensley, Chair Bert George Richard Sliwoski
Finance Committee	Caroline McCarley, Chair Raymond Lundborn Richard Bickford Scott Wensley

Stanley Kalishman
Bruce Lindsay

STANDING COMMITTEES
JANUARY 14, 1992 - JUNE 30, 1992

Personnel Committee	Scott Wensley, Chair Bert George Ruth Walsh
Instruction Committee	Thomas Hutchison, Chair David Parent Elizabeth Young
Building Committee	Fred Chisholm, Chair Frank Callaghan Robbie Parsons
Special Services Committee	Richard Sliwoski, Chair James Fabiano Steven Tuttle
Finance Committee	Caroline McCarley, Chair Frank Callaghan Fred Chisholm Bert George Thomas Hutchison Richard Sliwoski Scott Wensley

SPECIAL COMMITTEES
JULY 1, 1991 - DECEMBER 31, 1991

Discipline Committee	Raymond Lundborn, Chair Donna Cochrane Bruce Lindsay
Long-Range Planning Committee	Thomas Hutchison, Chair Frank Callaghan Caroline McCarley Robbie Parsons Richard Sliwoski

Policy Review Committee
Fred Chisholm, Chair
Thomas Hutchison

Joint Building Committee -
(Gonic Addition)
Bert George, Chair
Thomas Hutchison
Caroline McCarley
Richard Sliwoski
Scott Wensley

Joint Building Committee -
(Vocational Addition)
Robbie Parsons
Stanley Kalishman
Bert George
Raymond Lundborn
Caroline McCarley

Joint Building Committee -
(McClelland)
Richard Bickford, Chair
Frank Callaghan
Richard Sliwoski
Caroline McCarley
Raymond Lundborn
Scott Wensley

Joint Building Committee -
(Middle School)
Richard Bickford, Chair
Fred Chisholm
Raymond Lundborn
Caroline McCarley
Richard Sliwoski

Joint Building Committee -
(Renovations)
Thomas Hutchison
Stanley Kalishman
Bruce Lindsay
Caroline McCarley
Bert George

SPECIAL COMMITTEES
JANUARY 14, 1992 - JUNE 30, 1992

Discipline Committee
Robbie Parsons, Chair
James Fabiano
Caroline McCarley

Policy Review Committee	Fred Chisholm, Chair Thomas Hutchison Ruth Walsh
Joint Building Committee (Vocational Addition)	Thomas Hutchison Caroline McCarley Robbie Parsons Scott Wensley Bert George
Joint Building Committee (McClelland Addition)	Fred Chisholm Scott Wensley Richard Sliwoski Caroline McCarley Frank Callaghan David Parent
Joint Building Committee (Middle School)	David Parent Caroline McCarley Richard Sliwoski Scott Wensley Fred Chisholm Donna Cochrane
Joint Building Committee (High School Renovations)	Caroline McCarley Thomas Hutchison Bert George Robbie Parsons Scott Wensley

PERSONNEL

Superintendent of Schools	Dr. Raymond Yeagley
Assistant Supt. of Schools	Dr. George S. Reid
Director of Pupil Services	William Miller
Transportation Coordinator	Dr. George S. Reid
Director of Buildings, Grounds, and Maintenance	John Laverdiere
Assistant Director of Buildings, Grounds and Maintenance	Adelard (Joe) Breton
Director of School Lunch	Sherilyn Baribeault
School Nurses	Jacqueline Brennan, RN Sharon Croft, RN Joanne Clark, RN Ann Moynihan, RB Judy Boardman, RN
Supervising Principals	Robert Bouchard - Spaulding High School Paul Asbell - Spaulding Middle School Michael Hopkins - Allen School Sally Riley - Chamberlain Street School Arlene Welch - New East Rochester School Lynn Ritvo - McClelland School Robert Rosenblatt - Gonic School

REPORT OF THE WELFARE DEPARTMENT 1991-1992

The City budgeted \$267,633.00 for direct assistance in 1991-92. During this fiscal year the high demand we had been seeing for direct assistance dropped. As a result the originally appropriated figure was revised down to \$231,633.00.

The Welfare Department also received grants from McKinney funds for the year in the amount of \$7,267.00. This was spent on security deposits, mortgage payments, back rent to stop evictions as well as payments for back-due utilities.

The Welfare Department provided direct assistance during this period to 263 single persons and 208 families for a total of 471 cases. The average length of assistance per case was 47 days. 187 cases were one-time only assistance. Emergency temporary assistance was offered with every effort being made to assist recipients in reaching the goal of becoming independent of city assistance as soon as possible. Guidance was offered in doing job searches, locating housing, budgeting money and applying for assistance from other agencies where appropriate.

All welfare recipients, unless excused because of disabilities or the need to care for small children, are required to work on the city work program. A total of 14,501.5 hours were worked off, representing \$72,507.50 of assistance. \$2,418.25 was received in reimbursements.

Expenditures for direct assistance were as follows:

Groceries	\$3,142.90
Fuel	3,011.08
Rent	172,565.58
Medical	13,469.94
Utilities	8,200.90
Dental	705.00
Burials	3,020.45
Busfare	258.60
Miscellaneous	158.75
TOTAL	\$204,533.20

Office expenditures were budgeted at \$74,658.00. Total expenditures were \$78,593.09.

The Welfare Department ran a Christmas Project again this year. Through donations we were able to provide items of new winter clothing and toys for 90 children and help for 52 families.

I would like to express my thanks to the other two members of the Welfare Department - Judith Paradis, Social Worker, and Gail Bennett, Secretary. We have worked together this past year in a team effort with a goal of effectively administering to those in need in the most cost efficient manner possible.

Respectfully submitted,

Jane F. Hervey
Director of Welfare

REPORT OF THE TAX COLLECTORS DEPARTMENT

1991-1992

The responsibilities of the department consist of collection of property taxes, the proper execution of Tax Liens on delinquent Tax Bills The redemption of the Tax Liens through the Register Deeds, on all Tax Liens paid, the notification on all properties going to Tax Deed, according to all laws, mandated by State Statute R.S.A. 80:76. The Tax Warrant for 1990-191 was \$24,296,384.00, resulting in approximately 20,900 Tax Bills.

The collection of quarterly Water Bills is also the responsibility of this department. We have approximately 5,400 water bills, processed quarterly.

This department is also responsible for the Registration and Title Application for all vehicles in the City of Rochester. For the fiscal year we have registered approximately 29,005 vehicles.

In August of 1992 our new computer system will be installed. This should make the registration of vehicles more efficient and more concise. We will also, sometime in the fall of 1992, be able to give you the tags for your renewal registrations. We will then become a Municipal Agent.

Revenues Collected by the Tax Department:

Property Tax	\$23,841,106.93
Yield Tax	4,226.19
Int. on Delinquent Taxes - Prop.	611,640.62
Current Use Removal	268,804.00
Motor Vehicle Permits	1,483,264.00
Misc. - RR/Natl Bk Tax	2,164.01
Water	2,266,950.23
Sewer	2,038,481.90

I would like to express my appreciation to the other three members of the staff, Jackie Goodwin, Deputy Tax Collector and the two Senior Clerks, Cecelia Smith and Doreen Jones. We have worked together this past year with a goal of improving the efficiency of the office, in hopes of being of greater help to the public.

Respectfully submitted
Marianne Douglas, Tax Collector

ROCHESTER TAX RATES*
1981-1991

1981		68.70
1982	Revaluation 1982	29.00
1983		29.20
1984		30.30
1985		28.70
1986		27.95
1987		37.84
1988		36.00
1989		36.50
1990		46.40
1991		50.35

*As determined by the Department of Revenue Administration, State of New Hampshire.

FISCAL YEAR 1992 FINANCIAL REPORT

The City of Rochester's financial condition as represented in the following fiscal year 1992 financial statements and as publicly stated by the auditing firm of Melanson, Greenwood and Company has improved somewhat from fiscal year 1991. The area of main concern, however, remains the large negative fund balance as determined under Generally Accepted Accounting Principles. This negative balance was reduced by \$245,000 in FY92 from \$6,376,000 to \$6,131,000. The Enterprise Fund cash shortage and due to the general fund was reduced to \$2,921,000 from a previous year amount of \$3,597,000.

Respectfully submitted,

Richard Larochelle
Business Administrator

CITY OF ROCHESTER, NEW HAMPSHIRE

FINANCIAL STATEMENTS

June 30, 1992

(With Independent Auditors' Report Thereon)

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MELANSON, GREENWOOD
& COMPANY, P.A.

INDEPENDENT AUDITORS' REPORT

Honorable Mayor and City Council
City of Rochester, New Hampshire

We have audited the accompanying general purpose financial statements of the City of Rochester, New Hampshire, as of June 30, 1992, and for the year then ended. These general purpose financial statements are the responsibility of the City's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

The financial statements referred to above do not include the General Fixed Asset Group of Accounts, as required by generally accepted accounting principles.

The City has not accumulated the dollar amount of vacation and sick leave earned but not used by its employees. Generally accepted accounting principles require that such amounts, if material, be recorded as a liability in the accompanying financial statements.

In our opinion, except for the effects of the items referred to in the third and forth paragraphs above, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the City of Rochester, New Hampshire, as of June 30, 1992 and the results of its operations, and cash flows of its proprietary and similar trust fund types for the year then ended in conformity with generally accepted accounting principles.

As discussed in Note 17 to the financial statements, the City will be required by the United States Environmental Protection Agency to construct a Wastewater Treatment Plant. The City's cost cannot presently be determined. Accordingly, no provision for any liability that may arise has been made in the accompanying financial statements.

Melanson, Greenwood & Company

Nashua, New Hampshire
December 10, 1992

CITY OF ROCHESTER, NEW HAMPSHIRE
Combined Balance Sheet - All Fund Types and Account Groups
June 30, 1992

	Totals				Totals		Totals		Totals	
	(Memorandum Only)				(Memorandum Only)		(Memorandum Only)		(Memorandum Only)	

The accompanying notes are an integral part of the financial statements.

CITY OF ROCHESTER, NEW HAMPSHIRE

Combined Statement of Revenues, Expenditures
and Changes in Fund Balances
All Governmental and Expendable Trust Funds

For the Year Ended June 30, 1992

	General Fund	Special Revenue Fund	Capital Project Fund	Expendable Trust	Totals (Memorandum Only)
Revenues:					
Taxes	\$ 26,337,292	\$ -	\$ -	\$ -	\$ 26,337,292
Licenses and permits	145,917	-	-	-	145,917
Intergovernmental revenue	5,880,044	666,663	1,136,894	-	7,683,601
Charges for services	113,062	-	-	-	113,062
Interest income	18,233	-	-	32,890	23,422
Other revenues	98,453	853,179	80,750	-	1,032,382
Total Revenue	32,769,491	1,519,842	1,217,644	32,890	35,539,867
Expenditures:					
General government	1,017,271	-	-	-	1,017,271
Public safety	3,032,539	-	-	-	3,032,539
Education	20,587,243	840,016	-	-	21,427,259
Public works	1,365,163	-	-	-	1,365,163
Human services	321,807	-	-	-	321,807
Culture and recreation	522,276	-	-	-	522,276
Debt service	2,369,294	-	-	-	2,369,294
Capital outlay	-	-	8,216,713	-	8,216,713
Community development	-	665,890	-	-	665,890
Intergovernmental	2,002,998	-	-	-	2,002,998
Miscellaneous	1,221,564	-	-	28,357	1,249,921
Total Expenditures	32,440,155	1,505,906	8,216,713	28,357	42,191,131
Excess (deficiency) of revenues over expenditures	329,336	13,936	(6,999,069)	4,533	(6,651,264)
Other Financing Uses:					
Transfers out	(250,000)	-	-	-	(250,000)
Total Other Uses	(250,000)	-	-	-	(250,000)
Excess (deficiency) of revenues over expenditures and other uses	79,336	13,936	(6,999,069)	4,533	(6,901,264)
Fund Equities, beginning, as restated	(3,266,092)	47,671	8,768,291	21,755	5,571,625
Fund Equities, ending	\$ (3,186,756)	\$ 61,607	\$ 1,769,222	\$ 26,288	\$ (1,329,639)

The accompanying notes are an integral part of the financial statements.

CITY OF ROCHESTER, NEW HAMPSHIRE

Statement of Revenues and Other Sources, and
Expenditures and Other Uses - Budget and Actual
- General Fund

For the Year Ended June 30, 1992

<u>Revenues and Other Sources:</u>	<u>Budget</u>	<u>Actual (Budgetary Basis)</u>	<u>Variance Favorable (Unfavorable)</u>
Taxes:			
Property, resident	\$ 24,168,973	\$ 24,168,973	\$ -
Auto permits	1,500,000	1,483,264	(16,736)
Miscellaneous	739,000	895,460	156,460
Intergovernmental:			
City	1,554,076	1,557,644	3,568
School	4,441,111	4,322,400	(118,711)
License and permits	149,025	145,917	(3,108)
Charges for services	96,360	113,062	16,702
Miscellaneous revenue	125,000	96,943	(28,057)
Interest income	200,000	196,233	(3,767)
Fund balance	<u>89,000</u>	<u>89,000</u>	<u>-</u>
Total Sources	33,062,545	33,068,896	6,351
<u>Expenditure and Other Uses:</u>			
General government	1,176,321	1,017,271	159,050
Public safety	3,096,241	3,027,825	68,416
Education	20,758,673	20,551,169	207,504
Public works	1,376,967	1,365,163	11,804
Human services	345,058	321,807	23,251
Culture and recreation	526,689	522,276	4,413
Debt service	2,387,198	2,369,295	17,903
Miscellaneous	1,142,400	1,221,565	(79,165)
Intergovernmental	2,002,998	2,002,998	-
Transfer out	<u>250,000</u>	<u>250,000</u>	<u>-</u>
Total Uses	<u>33,062,545</u>	<u>32,649,369</u>	<u>413,176</u>
Excess of sources and uses	\$ <u>-</u>	\$ <u>419,527</u>	\$ <u>419,527</u>

The accompanying notes are an integral
part of the financial statements.

Combined Statement of Revenues, Expenses and Changes
in Retained Earnings/Fund Balance -
Proprietary Fund Types and Similar Trust Funds

For the Year Ended June 30, 1992

	Proprietary Fund Type <u>Enterprise</u>	Fiduciary Fund Type Non-Expendable Trust	Totals (Memorandum Only)
Operating Revenues:			
Charges for services	\$ 4,639,722	\$ -	\$ 4,639,722
Other	<u>146,610</u>	<u>-</u>	<u>146,610</u>
Total Operating Revenues	4,786,332	-	4,786,332
Operating Expenses:			
Personnel	788,748	-	788,748
Supplies and equipment	243,826	-	243,826
Depreciation	920,849	-	920,849
Utilities	304,118	-	304,118
Other expenses	<u>259,402</u>	<u>-</u>	<u>259,402</u>
Total Operating Expenses	<u>2,516,943</u>	<u>-</u>	<u>2,516,943</u>
Operating Income	2,269,389	-	2,269,389
Nonoperating Revenues and (Expense)			
Intergovernmental	173,444	-	173,444
Interest revenue	45,769	-	45,769
Interest expense	(1,770,151)	-	(1,770,151)
Contributions	-	11,995	11,995
Extraordinary loss on debt refinancing	(298,886)	-	(298,886)
Capital gain	<u>-</u>	<u>53,022</u>	<u>53,022</u>
Total Nonoperating Revenues and (Expense)	(1,849,824)	65,017	(1,784,807)
Operating Transfers In (Out)			
Transfer in	<u>250,000</u>	<u>-</u>	<u>250,000</u>
Total Operating Transfers In (Out)	<u>250,000</u>	<u>-</u>	<u>250,000</u>
Net Income (Loss)	669,565	65,017	734,582
Depreciation on assets acquired with contributed capital and municipal investment	<u>315,254</u>	<u>-</u>	<u>315,254</u>
Net Increase In Retained Earnings	984,819	65,017	1,049,836
Retained Earnings, July 1, 1991, as restated	<u>87,808</u>	<u>458,973</u>	<u>546,781</u>
Retained Earnings, June 30, 1992	\$ <u>1,072,627</u>	\$ <u>523,990</u>	\$ <u>1,596,617</u>

The accompanying notes are an integral
part of the financial statements.

CITY OF ROCHESTER, NEW HAMPSHIRE

Combined Statement of Cash Flows
 Proprietary Fund Types and Similar Trust Funds
 For the Year Ended June 30, 1992

	Proprietary Fund Type <u>Enterprise</u>	Fiduciary Fund Type Non-Expendable <u>Trust</u>	Totals (Memorandum) (Only)
Cash Flows From Operating Activities:			
Operating income (loss)	\$ 2,269,389	\$ -	\$ 2,269,389
Adjustments to reconcile operating income to net cash provided by operating activities:			
Depreciation expense	920,849	-	920,849
Gain on investments	-	53,022	53,022
(Increase) Decrease in:			
Accounts receivable	208,782	-	208,782
Due from other governments	(139,068)	-	(139,068)
Inventory	(24,912)	-	(24,912)
Prepaid expenses	9,869	-	9,869
Increase (Decrease) in:			
Accounts payable	3,960	-	3,960
Retainage payable	(28,918)	-	(28,918)
Due to other funds	(456,568)	-	(456,568)
Accrued liabilities	3,101	-	3,101
Net Cash Provided (Used) By Operating Activities	2,766,484	53,022	2,819,506
Cash Flows For Investing Activities:			
Purchase of investments	-	(372,443)	(372,443)
Proceeds of sales and maturities	-	228,732	228,732
Interest revenue	45,769	-	45,769
Net Cash Provided (Used) By Investing Activities	45,769	(143,711)	(97,942)
Cash Flows For Capital and Related Financing Activities:			
Payment of bonds	(1,114,897)	-	(1,114,897)
Interest expense	(1,770,151)	-	(1,770,151)
Purchase of fixed assets	(127,334)	-	(127,334)
Intergovernmental revenue	173,444	-	173,444
Extraordinary loss on debt refinancing	(298,886)	-	(298,886)
Net Cash Provided (Used) By Capital and Related Financing Activities	(3,137,824)	-	(3,137,824)
Cash Flows From Noncapital Financing Activities:			
Capital contributions	75,571	-	75,571
Contributions	-	11,995	11,995
Transfers in	250,000	-	250,000
Net Cash Provided (Used) By Non-Capital Financing Activities	325,571	11,995	337,566
Net decrease in cash	-	(78,694)	(78,694)
Cash and cash equivalents, July 1, 1991	200	122,126	122,326
Cash and cash equivalents, June 30, 1992	\$ 200	\$ 43,432	\$ 43,632

The accompanying notes are an integral part of the financial statements.

Notes to General Purpose Financial Statements

1. Definition of Reporting Entity

The combined financial statements present information on organizations and activities of the City of Rochester, New Hampshire for which the Mayor and City Council have oversight responsibility. The criteria for inclusion of organizations and activities in the oversight entity's combined financial statements are: selection of governing authority designation of management, ability to significantly influence operations, accountability over fiscal matters, and scope of public service. The inclusion of organizations and activities in the City's combined financial statements does not affect their separate legal standing. The financial statements of the following entity is not included in this report, as it is administered by boards independent of the City Council and the City does not have the ability to significantly influence operations:

Rochester Housing Authority

2. Summary of Significant Accounting Policies

The accounting policies of the City of Rochester (the City) as reflected in the accompanying financial statements for the year ended June 30, 1992 conform to generally accepted accounting principles for local government units. The more significant accounting policies of the City are summarized below:

(A) Fund Accounting

For reporting purposes, the financial activities of the City are accounted for through the use of several funds and account groups. Each fund is a separate accounting entity with self-balancing accounts. The following types of funds and account groups are used by the City:

Governmental Fund Types

Governmental Funds are those through which most governmental functions of the City are financed. The acquisition, use, and balances of the City's expendable financial resources and the related liabilities (except those accounted for in proprietary funds) are accounted for through governmental funds. The measurement focus is based upon determination of changes in financial position, rather than upon net income determination. The following are the City's governmental fund types:

The General Fund - to account for all financial activities of the City, except those required to be accounted for in another fund. Most revenues and expenditures of a general governmental nature are accounted for in this fund.

Special Revenue Funds - to account for the proceeds of specific revenue sources (other than expendable trusts or for major capital projects) that are legally restricted to expenditure for special purposes.

Capital Projects Funds - transactions related to resources obtained and used for the acquisition, construction or improvement of major capital facilities are accounted for in Capital Project Funds. Such resources are derived principally from proceeds of general obligation bond issues and from federal and state grants.

Proprietary Fund Types

Proprietary Funds are used to account for the City's ongoing organizations and activities which are similar to those often found in the private sector. The measurement focus is upon determination of net income. The following is the City's proprietary fund type:

Enterprise Funds - Transactions related to the ice arena, and sewer and water departments are supported by user charges and accounted for in the Enterprise Funds.

Fiduciary Fund Type

Fiduciary Funds are used to account for assets held by the City in a trustee capacity. The City maintains the following Fiduciary Fund Type:

Expendable Trust Funds - These funds are accounted for in essentially the same manner as governmental funds. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

Nonexpendable Trust Funds - These funds are used to account for assets held by the City in a trustee capacity. The principal balance cannot be spent, however investment earning may be spent for intended purposes.

Account Group

General Long Term Debt Account Group - This account group is used to account for all long term obligations of the City except for debt issued through proprietary funds.

(B) Basis of Accounting by Fund

The basis of accounting used for each fund is as follows:

Governmental Funds

The modified accrual basis of accounting is applied in all governmental fund types. Accordingly, revenues are recorded when susceptible to accrual, that is both measureable and available to finance expenditures of the current period.

Available amounts collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. For property taxes, the City considers available if received within 60 days after the close of the fiscal year. All other amounts not received during that period are deferred and recognized in future accounting periods.

Expenditures, except for interest on long-term debt which is recorded when due, and vacation, sick and pension costs because these amounts are not expected to be relieved within the current accounting period, are recorded when the related fund liability is incurred.

In applying the susceptible to accrual concept to intergovernmental revenues, the legal and contractual requirements of the numerous individual programs are used as guidance. There are essentially two types of these revenues: (1) revenues recognized based upon the expenditures recorded and (2) revenues recognized at the time of receipt or earlier, if the susceptible to accrual criteria is met.

Licenses and permits, charges for services, fines and forfeits, and miscellaneous revenues (except investment earnings) are recorded as revenues when received in cash because they are generally not measureable until actually received. Investment earnings are recorded as earned since they are measurable and available.

Proprietary, and Nonexpendable Trust Funds

The accrual basis of accounting is used by proprietary and nonexpendable trust funds.

(C) Encumbrances

The City uses encumbrance accounting in its governmental funds as a method of recording commitments under purchase orders and contracts. Encumbrance accounting, under which purchase orders, contracts and other commitments for expenditure of funds are recorded to reserve that portion of the applicable appropriation, is employed in the governmental fund types as a significant aspect of budgetary control.

Unencumbered appropriations which are carried over to the ensuing fiscal year are also reported as encumbrances. Continuing appropriations represent amounts appropriated for specific programs or projects which were not completed during the fiscal year.

Encumbrances are reported as reservations of fund balances in the accompanying balance sheet because they do not constitute expenditures or liabilities. Encumbrances are combined with expenditures for budgetary comparison purposes.

(D) Vacation and Sick Leave

City employees are granted vacation and sick leave in varying amounts. Upon retirement, termination or death, certain employees are compensated for unused sick leave which is (subject to certain limitations) at their then current rates of pay. The cost of this unused sick leave which is expected to be paid from future financial resources, is estimated to be material.

(E) Property, Plant and Equipment - Enterprise Funds

Property, plant and equipment owned by the proprietary funds is stated at cost. Depreciation has been provided over the estimated useful lives using the straight-line method. The estimated useful lives are as follows:

Structures	50 years
House Services	25-50 years
Mains	40-100 years
Equipment	3-25 years
Water Tanks	100 years
Sewer Lines and Pumping Stations	50-75 years

(F) Total Data

The total data are the aggregate of the fund types and account groups. No consolidating or other eliminations were made in arriving at the totals thus, they do not represent consolidated information.

(G) General Budget Policies

The City legally adopts a formal budget for the general fund and enterprise funds. The budget is originally compiled from requests of the various City departments. These requests are scrutinized and amended by the Finance Committee, residents at a budgetary public hearing, and the Mayor and City Council. The final version of the budget is approved by the City Council.

The approved budget is subsequently reported to the State of New Hampshire on the statement of appropriation form in order to establish the current property tax rate.

The City cannot expend beyond the total annual appropriation. Each department has the authority to transfer budgetary items within their department, if necessary. In addition, the Council may transfer any unencumbered appropriation balance from one department to another. Unencumbered appropriations lapse at year-end.

Budgetary Data

Budgetary data is based upon accounting principles that differ from generally accepted accounting principles (GAAP). Therefore, in addition to the GAAP basis financial statements, the results of operations of the general fund are presented in accordance with budgetary accounting principles to provide a meaningful comparison with budgetary data.

The City's budget as presented in the Statement of Revenues and Other Sources, and Expenditures and Other Uses - Budget and Actual - General Fund was developed as follows:

Annual budget	\$ 32,746,569
Supplemental appropriations and budget transfers	<u>315,976</u>
	\$ <u>33,062,545</u>

Several adjustments were made to the General Fund actual revenues and expenditures in order to conform with the budgetary basis of accounting. The following is a summary of the adjustments:

	Revenues and other financing <u>sources</u>	Expenditures and other <u>financing uses</u>	Excess of revenues and other financing sources over (under) <u>expenditures</u>
As reported on page 3	\$ 32,769,491	\$ 32,440,155	\$ 329,336
To recognize other financing uses	-	250,000	(250,000)
Recognize tax revenue on an accrual basis	210,405	-	210,405
Reverse beginning of year appropriation carryforwards	-	(28,189)	28,189
Add end of year appropriation carryforwards	-	23,475	(23,475)
Appropriation of fund balance	89,000	-	89,000
Reverse accrual of teacher's salary	-	(1,257,145)	1,257,145
Prior year's teacher's salary accrual	<u>-</u>	<u>1,221,073</u>	<u>(1,221,073)</u>
As reported on page 4	\$ <u>33,068,896</u>	\$ <u>32,649,369</u>	\$ <u>419,527</u>

(H) Investments

Investments are valued at cost and consist of debt and equity securities.

(I) Inventory

Inventory is valued at cost, using the first-in, first-out (FIFO) valuation method.

3. Departures From Generally Accepted Accounting Principles (GAAP)

The significant departures of the City's financial statements from GAAP are as follows:

- General fixed asset acquisitions are recorded as expenditures as the purchases are made, however are not capitalized in a general fixed asset group of accounts.

The City has not accumulated the dollar value of vacation and sick leave earned but not used by its employees. Generally accepted accounting principals require that such amounts, if material, be recorded as a liability in the financial statements.

4. Cash and Cash Equivalents

The carrying amount of the City's deposits with financial institutions was \$1,910,981 and the bank balance was \$3,404,654. The bank balance is categorized as follows:

Amount insured by the FDIC and FSLIC, or collateralized with securities held by the City in its name	\$ 100,000
Amount collateralized with securities held by the pledging financial institution's trust department in the City's name	-
Uncollateralized (including \$69,720 bank balance that is collateralized with securities held by the pledging financial institution's trust department but not in the name of the City)	3,304,654
Total bank balance	\$ <u>3,404,654</u>

5. Investments

The City's investments are categorized as either (1) insured or registered or for which the securities are held by the government or its agent in the government's name, (2) uninsured and unregistered for which the securities are held by the broker's or dealer's trust department or agent in the government's name or (3) uninsured and unregistered for which the securities are held by the broker or dealer, or by its trust department or agent but not in the government's name.

	Category			Total	Market Value
	1	2	3		
Trust Funds:					
Corporate obligations	\$ -	\$ -	\$ 125,050	\$ 125,050	\$ 127,672
Government obligations	-	-	191,544	191,544	149,461
Common stock	-	-	<u>163,964</u>	<u>163,964</u>	<u>217,425</u>
Total	\$ <u>-</u>	\$ <u>-</u>	\$ <u>480,558</u>	\$ <u>480,558</u>	\$ <u>494,558</u>

6. Property Tax

The City bills property taxes semi-annually, in May and November. Property tax revenues are recognized in the fiscal year for which taxes have been levied to the extent that they become available, i.e., due or receivable within the current fiscal year and collected within the current period or within 60 days of year end.

Property taxes billed or collected in advance of the year for which they are levied, are recorded as a prepaid tax liability.

Property taxes are due by December 1. At the time of tax sale, in March of the next year, a lien is recorded on the property at the Register of Deeds. If the property taxes (redemptions) are not paid within two years of the tax sale date, the property is conveyed to the City by deed and subsequently sold at public sale.

Taxes receivable at June 30, 1992 are comprised of:

Unredeemed taxes:	
Levy of 1991	\$ 2,017,041
Levy of 1990	924,194
Prior	<u>82,538</u>
Subtotal	3,023,773
Other Taxes:	
Yield Taxes	<u>23,863</u>
Total	<u>\$ 3,047,636</u>

7. Due From Other Governments

This account consists primarily of grants due from the state and federal government.

8. Fixed Assets

A summary of proprietary fund type property, plant, and equipment at June 30, 1992 follows:

	<u>Water</u>	<u>Sewer</u>	<u>Arena</u>	<u>Total Enterprise</u>
Structures and land	\$ 7,166,218	\$ 1,733,800	\$ -	\$ 8,900,018
Land improvements	-	33,600	-	33,600
House services	623,128	-	-	623,128
Mains, pump stations and sewer lines	10,521,302	12,142,486	-	22,663,788
Equipment	2,767,228	332,732	7,689	3,107,649
Waste water treatment plant	3,242	12,499,903	-	12,503,145
Furniture and fixtures	-	<u>25,000</u>	-	<u>25,000</u>
	21,081,118	26,767,521	7,689	47,856,328
Less: accumulated depreciation	(3,573,702)	(2,448,862)	(567)	(6,023,131)
Net Fixed Assets	<u>\$ 17,507,416</u>	<u>\$ 24,318,659</u>	<u>\$ 7,122</u>	<u>\$ 41,833,197</u>

9. Deferred Revenues

Deferred revenues of the General Fund are equal to the sum of all delinquent property and unredeemed taxes at June 30, 1992 less collections for the subsequent 60 days.

10. Long-Term Debt

The following is a summary of debt transactions of the City for the year ended June 30, 1992:

	Governmental <u>Funds</u>	Enterprise <u>Funds</u>	<u>Fund</u>
Long-Term Debt June 30, 1991	\$ 41,730,379	\$ 26,031,138	\$ 67,761,517
Refinance/Old Issue	351,114	298,886	650,000
Retirements	(<u>3,317,733</u>)	(<u>1,413,784</u>)	(<u>4,731,517</u>)
Long-Term Debt June 30, 1992	\$ <u>38,763,760</u>	\$ <u>24,916,240</u>	\$ <u>63,680,000</u>

A. Bonds Payable

Bonds payable at June 30, 1992 are comprised of the following issues:

Outstanding Debt:	Final Maturity Date	Interest Rate	Governmental Funds	Enterprise Funds	Balance at June 30, 1992
Fiscal year change bond #2	November 1997	Variable	\$ 2,054,720	\$ 20,280	\$ 2,075,000
High School and Allen School Addition	October 2004	7.50%	604,500	-	604,500
Public buildings repairs	October 2004	7.50%	1,995,500	-	1,995,500
Capital bond issue #2	September 1994	8.60%	158,224	36,776	195,000
Capital bond issue #3	November 1999	9.40%	1,230,495	69,505	1,300,000
Capital bond issue #4	November 1995	7.445%	552,124	7,876	560,000
Capital bond issue #6	August 2008	Variable	3,394,819	4,605,181	8,000,000
Capital bond issue #7	January 2010	Variable	6,658,233	1,791,767	8,450,000
Capital bond issue #8	December 1996	6.80%	17,509,895	585,105	18,095,000
Water pollution phase 1	December 1996	3.90%	-	500,000	500,000
Waste water treatment plant	July 2004	Variable	-	1,465,000	1,465,000
Sewer capital improvements	November 2005	8.164%	-	1,330,000	1,330,000
Water bonds	November 2006	7.04%	-	10,660,000	10,660,000
Capital bond issue #5-refinance	October 2011	Variable	4,605,250	-	-
Capital bond issue #5-refinance	October 2008	Variable	-	3,844,750	3,844,750
Total Debt			\$ 38,763,760	\$ 24,916,210	\$ 63,680,000

The annual requirements to amortize debt outstanding as of June 30, 1992 are as follows:

<u>Years Ending June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
1993	\$ 4,245,000	\$ 4,433,895	\$ 8,678,895
1994	4,250,000	4,081,935	8,331,935
1995	4,310,000	3,770,193	8,080,193
1996	4,310,000	3,454,977	7,764,977
1997	4,245,000	3,143,104	7,388,104
1998-2011	<u>42,320,000</u>	<u>17,571,365</u>	<u>59,891,365</u>
	\$ <u>63,680,000</u>	\$ <u>36,455,469</u>	\$ <u>100,135,469</u>

Approximately \$10,400,000 of principal and \$1,230,000 of interest on this debt is being funded by contributions from the State of New Hampshire.

B. Legal Debt Limit:

The maximum debt limit for the City under statute is as follows:

	<u>Net Debt Outstanding</u>	<u>Percent of State Assessed Value</u>	<u>Statutory Limit</u>	<u>Debt Limit</u>
School	\$ 23,668,552	7.00 %	\$ 69,526,621	\$ 45,858,099
Water	14,685,179	10.00 %	99,323,744	84,638,565
All other	<u>13,040,488</u>	1.75 %	<u>17,381,655</u>	<u>4,341,137</u>
	51,394,219		\$ <u>186,232,020</u>	\$ <u>134,837,801</u>

Not Subject to
Limitations:

Fiscal year change	
bonds	2,075,000
Sewer	<u>10,210,781</u>
	<u>12,285,781</u>
	\$ <u>63,680,000</u>

C. Overlapping Debt

The City's proportionate share of debt of other governmental units which provide services within the City's boundaries, and which must be borne by the resources of the City, is summarized below (unaudited amounts):

<u>Related Entity</u>	<u>Total Principal</u>	<u>City's Percent</u>	<u>City's Share</u>
Strafford County	\$ 3,450,000	21.99 %	\$ 758,655

This liability is not reported in the accompanying financial statements.

D. Advance Refunding of Debt

On February 8, 1992, the City of Rochester issued general obligation bonds in the amount of \$8,450,000 with a variable interest rate ranging from 3.60%-6.50%. Of the new bonds issued, \$7,800,000 was used to advance refund \$8,450,000 of term bonds with an interest rate of 7.8% and \$650,000 was used as permanent bonds or replace short term borrowing. The net proceeds from the issuance of the general obligation bonds were used to purchase U.S. government securities and those securities were deposited in an irrevocable trust with an escrow agent to provide debt service payments until the term bonds are called in February, 2008. The advance refunding met the requirements of an in-substance debt defeasance and the term bonds were removed from the Town's General Long-Term Debt Account Group and bonds payable account for Enterprise fund.

As a result of the advance refunding, the City reduced its total debt service cash flow requirements by \$192,914. The economic gain present at value is \$160,000.

E. Bonds Authorized and Unissued

Long term debt authorizations voted by the City Council which have not been issued or rescinded as of June 30, 1992 are as follows:

<u>Date Authorized</u>	<u>Purpose</u>	<u>Amount</u>
June 1992	Property/Utility Valuation	\$ 450,000
June 1992	Vehicles, Library, Pool, Underground Fuel Funds	46,500
June 1992	Communication Upgrade	20,000
June 1992	Aerial Ladder Truck	342,000
June 1992	Intersection	336,000
June 1988	Waste Water Treatment Plant Expansion	<u>448,721</u>
		<u>\$ 1,643,221</u>

11. Contributed Capital

Contributed capital consists of funding provided for sewer and water facility construction from state and municipal sources. Changes in contributed capital for the year ended June 30, 1992 were as follows:

	<u>Sewer</u>	<u>Water</u>	<u>Arena</u>	<u>Total</u>
Contributed capital, July 1, 1991	\$ 14,069,253	\$ 831,461	\$ -	\$ 14,900,714
Contributions	55,658	18,413	1,500	75,571
Depreciation of assets acquired with contributions	(291,675)	(23,428)	(150)	(315,253)
Contributed capital, June 30, 1992	\$ <u>13,833,236</u>	\$ <u>826,446</u>	\$ <u>1,350</u>	\$ <u>14,661,032</u>

12. Reserved For Advances

This represents the portion of the advance to other funds in the general fund not considered to be repaid within the next year.

13. Fund Equity Reserved For Endowments

This represents the principal of the nonexpendable trust fund investments. The balance cannot be spent for any purpose; however, it may be invested and the earnings may be spent.

14. Fund Balances Reserved For Encumbrances

Fund balances reserved for encumbrances are reserved for the following purposes as of June 30, 1992 for the General Fund:

Police - Drug Abuse Programs	\$ <u>23,475</u>
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15. Segment Information For Enterprise Funds

The City maintains Enterprise Funds which provide water and sewer services. Segment information for the year ended June 30, 1992 follows:

	<u>Sewer</u>	<u>Water</u>	<u>Arena</u>	<u>Total</u>
Operating Revenues				
Charges for services	\$ 2,034,854	\$ 2,378,321	\$ 226,547	\$ 4,639,722
Other	<u>91,214</u>	<u>55,151</u>	<u>245</u>	<u>146,610</u>
Total Operating Revenues	2,126,068	2,433,472	226,792	4,786,332
Operating Expenses				
Personnel	297,693	436,563	54,492	788,748
Supplies and equipment	54,253	165,749	23,824	243,826
Depreciation	451,439	468,843	567	920,849
Utilities	198,534	64,537	41,047	304,118
Other	<u>81,423</u>	<u>123,243</u>	<u>54,736</u>	<u>259,402</u>
Total Operating Expenses	<u>1,083,342</u>	<u>1,258,935</u>	<u>174,666</u>	<u>2,516,943</u>
Operating Income	1,042,726	1,174,537	52,126	2,269,389
Non Operating Revenues and (Expense)				
Intergovernmental	173,444	-	-	173,444
Interest revenue	20,956	24,813	-	45,769
Interest expense	(775,916)	(994,235)	-	(1,770,151)
Extraordinary loss on debt	(37,160)	(261,726)	-	(298,886)
Total Non-Operating Revenue (Expense)	(618,676)	(1,231,148)	-	(1,849,824)
Operating Transfers In (Out)				
Transfer in	<u>50,000</u>	<u>200,000</u>	<u>-</u>	<u>250,000</u>
Total Operating Transfers In (Out) Transfer In	<u>50,000</u>	<u>200,000</u>	<u>-</u>	<u>250,000</u>
Net Income (Loss)	474,050	143,389	52,126	669,565
Depreciation on assets acquired with contribution capital and municipal investment	<u>291,675</u>	<u>23,428</u>	<u>149</u>	<u>315,254</u>
Net Increase in Retained Earnings	765,725	166,817	52,275	984,819
Retained Earnings, July 1, 1991	(487,300)	<u>575,108</u>	<u>-</u>	<u>87,808</u>
Retained Earnings, June 30, 1992	\$ <u>278,425</u>	\$ <u>741,925</u>	\$ <u>52,277</u>	\$ <u>1,072,627</u>
Additional Segment Information:				
Current capital contributions	55,658	18,413	1,500	75,571
Fixed asset additions	78,121	41,524	7,689	127,334
Net working capital	(1,043,771)	(623,392)	46,504	(1,620,659)
Total equity	14,111,659	1,568,373	53,627	15,733,659
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16. Individual Fund Receivables/Payables

The City maintains several self-balancing funds; however, most transactions flow through the General Fund. In order to obtain accountability for each fund, interfund receivable and payable accounts must be utilized. The following is an analysis of the June 30, 1992 balances in interfund receivable and payable accounts.

<u>Fund</u>	<u>Due From Other Funds</u>	<u>Due to Other Funds</u>	<u>Advances to Other Funds</u>	<u>Advances From Other Funds</u>
General	\$ 62,594	\$ 1,938,433	\$ 4,444,529	-
Special Revenue Funds:				
School Lunch	-	1,236	-	-
Community Development	-	61,358	-	-
Capital Project	1,885,989	-	-	-
Enterprise Funds:				
Water	-	-	-	2,014,597
Sewer	-	-	-	2,429,932
Arena	52,444	-	-	-
	<u>\$ 2,001,027</u>	<u>\$ 2,001,027</u>	<u>\$ 4,444,529</u>	<u>\$ 4,444,529</u>

17. Commitments and Contingencies

The City will be required by the United States Environmental Protection Agency to increase the effluent limitations of its wastewater treatment plant to more stringent standards than currently achieved. The cost of constructing such a treatment facilities has not been determined. Accordingly, no provision for any liability that may arise has been made in the financial statements.

There are numerous other cases pending in courts where the City of Rochester is a defendant. In the opinion of the City none of the pending litigations are likely to result, either individually or in the aggregate, in final judgements against the City that would materially effect its financial position.

18. Defined Benefit Pension Plan

All full time employees of the City participate in the New Hampshire Retirement System, which is a contributory, cost sharing multiple employer Public Employee Retirement System. The City's payroll for employees covered by the System for the year ended June 30, 1992 was \$15,093,373, total City payroll for the year was \$16,538,090. The plan provides disability, death and retirement service and vested benefits to members and beneficiaries. The New Hampshire Retirement System is divided into two groups: Group I - employees and teachers, Group II - firefighters and police officers. The system's benefit retirement income for Group I members is integrated with social security coverage. Group II members are exempt from participation in social security.

Members with ten or more years of creditable service who terminate before qualifying for a retirement allowance are vested in a pro-rated pension at the normal retirement age. The benefit provisions are established by statute.

The Plan is an actuarial reserve system financed by contributions from the member, the state and local employers and investment experience. By statute, Group I members (employees and teachers) contribute 5.0% of gross earnings. Group II members (firefighters and police officers) contribute 9.3% of gross earnings. Contributions required to cover that amount of cost not met by the members' contributions is determined annually by the System's actuary. The state funds 35% of the employer cost for teachers, firefighters, and police officers employed by political subdivisions. The State does not participate in funding the employer cost of other political subdivision employees.

For fiscal year ended June 30, 1992, total employer rates were 2.02% of member gross earnings on behalf of nonteacher Group I members; 1.37% on behalf of teachers of which .89% was paid by the direct employer and .48% by the State; 12.65% on behalf of firefighters of which 8.22% was paid by the direct employer and 4.43% by the State; and 10.22% on behalf of police officers of which 6.64% was paid by the direct employer and 3.58% by the State.

The most recent amount of the actuarially determined contribution requirement for 1992 was \$304,099 which represents 2.15% of total covered payroll for the year. The total actuarially determined contribution requirements for all member entities is not available.

The pension benefit obligation which is the actuarial present value of credited projected benefits, is a standardized disclosure measure of the present value of pension benefits adjusted for the effects of projected salary increase and any step-rate benefits estimated to be payable in the future as a result of employee service to date. The most recent valuation of the total pension benefit obligation for the New Hampshire Retirement System at June 30, 1991 was \$1,676,309,803. Net assets available for those benefits were approximately \$1,544,000,000.

Trend information gives an indication of the progress made in accumulating sufficient assets to pay benefits when due. Generally accepted accounting principles require the disclosure of certain trend information for ten years in the Public - Employee Retirement System's financial statements. The financial statements of the New Hampshire Retirement System for the year ended June 30, 1992 include the required trend information for 1988, 1989 and 1990 since those are the only years for which it is available.

19. Cash and Investment Authorization

The City is authorized by State statutes to invest excess funds "in obligations of the U.S. Government, in savings bank deposits of banks incorporated under laws of the State of New Hampshire or in certificates of deposits of banks incorporated under the laws of the State of New Hampshire or in national banks located within the State or the State of Massachusetts".

Under New Hampshire law the trustees of trust funds may invest:

"Only by deposit in some savings bank or in the savings department of national bank or trust company in this state, or in shares of any building and loan association or co-operative bank, incorporated and doing business under the laws of this state, or in the shares of any federal savings and loan association, located and doing business in this state, or in bonds, notes or other obligations of the United States government, or in state, county, town, city, school district, water and sewer district bonds and the notes of towns or cities in this state; and such stocks and bonds as are legal for investment by New Hampshire savings banks and when so invested, the trustees shall not be liable for the loss thereof; and in any common trust fund established by the New Hampshire Charitable Fund in accordance with RSA 292:23."

The trustees are also required to report annually to the State attorney general any securities retained under the provisions of the statute. All of the investments are uninsured and unregistered with the securities held by the bank in its trust department.

20. Fund Deficits

The deficit reported in the unreserved fund balance in the general fund results from the City's policies of raising tax revenue on the budgetary basis and deferring the recognition of teacher's summer salaries until payment which differ from generally accepted accounting principles (GAAP). The following is a reconciliation of the City's unreserved fund balance as reported under generally accepted accounting principles and the City's budgetary basis:

Unreserved Fund Balance - GAAP-Basis	\$ (6,131,142)
Deferred tax revenue	2,723,248
Accrued teachers salaries	1,257,145
Reservation of advance to other fund	<u>2,920,911</u>
Unreserved Fund Balance-Budgetary-Basis	\$ <u>770,162</u>

21. Prior Period Adjustment

Adjustments were made to the City's July 1, 1991 fund balances to properly reflect their balances. A summary of those adjustments follow:

	<u>General Fund</u>	<u>Expendable Trust Funds</u>	<u>Non-Expendable Trust Fund</u>
June 30, 1991 fund balance as previously reported	\$ (2,779,024)	\$ -	\$ 480,728
To record revenue in proper period (487,068)		-	-
To reclassify fund balance to expendable trust fund	<u>-</u>	<u>21,755</u>	<u>(21,755)</u>
July 1, 1991 fund balance as restated	\$ <u>(3,266,092)</u>	\$ <u>21,755</u>	\$ <u>458,973</u>

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INDEPENDENT AUDITORS' REPORT ON SCHEDULE OF
FEDERAL FINANCIAL ASSISTANCE

Honorable Mayor and City Council
City of Rochester, New Hampshire

We have audited the general purpose financial statements of the City of Rochester, New Hampshire for the year ended June 30, 1992, and have issued our report thereon dated December 10, 1992. These general purpose financial statements are the responsibility of the City's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit in accordance with these standards includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

The information in the Schedule of Federal Financial Assistance appearing on page 24 is presented for purposes of additional analysis and is not a required part of the general purpose financial statements. The information in this schedule has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly stated in all material respects in relation to the general purpose financial statements taken as a whole.

Melanson, Greenwood & Company

Nashua, New Hampshire
December 10, 1992

CITY OF ROCHESTER, NEW HAMPSHIRE

Schedule of Federal Financial Assistance

For the Year Ended June 30, 1992

<u>Federal Grantor/ Program Title</u>	<u>Federal CFDA Number</u>	<u>Federal Expenditures</u>
Department of Housing and Urban Development Direct Programs:		
Community Development Block Grant	14.218	\$ <u>418,618</u>
Total Housing Urban Development		418,618
<u>Department of Agriculture</u>		
Passed Through N.H. Department Of Education:		
National School Lunch	10.555	265,225
Commodities	10.550	<u>63,338</u>
Total Department of Agriculture		328,563
<u>Department of Justice</u>		
Passed Through the N.H. Department of Justice		
Dare	-	<u>21,030</u>
Total Department of Justice		21,030
<u>Department of Education</u>		
Passed Through The N.H. Department Of Education:		
ECIA Chapter 1	84.010	242,655
ECIA Chapter 2	84.151	37,793
Adult Basic Education	84.000	2,999
Vocational Education-Basic Grants	84.050	69,906
Handicapped	94.140	179,638
P.L. 874	-	1,627
Other	-	<u>18,634</u>
Total Passed Through The N.H. Department of Education		<u>553,252</u>
Total Federal Financial Assistance		\$ <u><u>1,321,463</u></u>

See Independent Auditors' report on schedule
of federal financial assistance.

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INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL
STRUCTURE RELATED MATTERS NOTED IN A FINANCIAL
STATEMENT AUDIT CONDUCTED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS

Honorable Mayor and City Council
City of Rochester, New Hampshire

We have audited the general purpose financial statements of the City of Rochester, New Hampshire for the year ended June 30, 1992, and have issued our report thereon dated December 10, 1992.

We conducted our audit in accordance with generally accepted auditing standards, Government Auditing Standards, issued by the Comptroller General of the United States, and the provisions of Office of Management and Budget Circular A-128, "Audits of State and Local Governments." Those standards and OMB Circular A-128 require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

In planning and performing our audit of the general purpose financial statements of the City of Rochester, New Hampshire, for the year ended June 30, 1992, we considered its internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide assurance on the internal control structure.

The management of the City of Rochester, New Hampshire, is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgements by management are required to assess the expected benefits and related costs of internal control structure policies and procedures. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles. Because of inherent limitations in any internal control structure, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions, or that the effectiveness of the design and operation of policies and procedures may deteriorate.

For the purpose of this report, we have classified the significant internal control structure policies and procedures in the following categories:

- . Treasury / Financing
- . Revenues / Receipts
- . Purchases / Disbursements
- . External Financial Reporting

For all of the control categories listed above, we obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and we assessed control risk.

Our consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be material weaknesses under standards established by the American Institute of Certified Public Accountants. A material weakness is a reportable condition in which the design or operation of one or more of the internal control structure elements does not reduce to a relatively low level the risk that errors or irregularities in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control structure and its operation that we consider to be material weaknesses as defined above.

However, we noted certain matters involving the internal control structure and its operation that we have reported to the management of the City of Rochester, New Hampshire in a separate letter dated December 10, 1992.

This report is intended for the information of the Mayor and City of Council, management, and applicable Federal agencies. However, this report is a matter of public record and its distribution is not limited.

Melanson, Greenwood + Company

Nashua New Hampshire
December 10, 1992

SINGLE AUDIT REPORT ON THE INTERNAL
CONTROL STRUCTURE USED IN ADMINISTERING
FEDERAL FINANCIAL ASSISTANCE PROGRAMS

Honorable Mayor and City Council
City of Rochester, New Hampshire

We have audited the general purpose financial statements of the City of Rochester, New Hampshire for the year ended June 30, 1992, and have issued our report thereon dated December 10, 1992. We have also audited the City's compliance with requirements applicable to major federal financial assistance programs and have issued our report thereon dated December 10, 1992.

We conducted our audit in accordance with generally accepted auditing standards; Government Auditing Standards, issued by the Comptroller General of the United States; and Office of Management and Budget (OMB) Circular A-128, Audits of State and Local Governments. Those standards and OMB Circular A-128 require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement and about whether the City complied with laws and regulations, noncompliance with which would be material to a major federal financial assistance program.

In planning and performing our audit for the year ended June 30, 1992, we considered the City's internal control structure in order to determine our auditing procedures for the purpose of expressing our opinions on the City's general purpose financial statements and on its compliance with requirements applicable to major programs and not to provide assurance on the internal control structure. This report addresses our consideration of internal control structure policies and procedures relevant to compliance with requirements applicable to federal financial assistance programs. We have addressed policies and procedures relevant to our audit of the general purpose financial statements in a separate report dated December 10, 1992.

The management of the City of Rochester, New Hampshire, is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgements by management are required to assess the expected benefits and related costs of internal control structure policies and procedures. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of general purpose financial statements in accordance with generally accepted accounting principles, and that federal financial assistance programs are managed in compliance with applicable laws and regulations.

Because of inherent limitations in any internal control structure, errors, irregularities, or instances of noncompliance may nevertheless occur and not be detected. Also, projection of any evaluation of the structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.

For the purpose of this report, we have classified the significant internal control structure policies and procedures used in administering federal financial assistance programs in the following categories:

ACCOUNTING CONTROLS:

- . Treasury / financing
- . Revenues / receipts
- . Purchases / disbursements
- . External financial reporting

ADMINISTRATIVE CONTROLS OVER FEDERAL PROGRAMS

GENERAL REQUIREMENTS

- . Political activity
- . Davis-Bacon Act
- . Civil rights
- . Cash management
- . Federal financial reports
- . Drug-Free Workplace Act
- . Administrative requirements

SPECIFIC REQUIREMENTS

- . Types of service
- . Eligibility
- . Matching level of effort
- . Reporting
- . Cost allocation
- . Special requirements

For all of the applicable internal control structure categories listed above, we obtained an understanding of the design of relevant policies and procedures and determined whether they have been placed in operation, and we assessed control risk.

During the year ended June 30, 1992, the City of Rochester, expended 52% of its total federal financial assistance under major federal financial assistance programs and the following nonmajor federal financial assistance programs:

- . National School Lunch

We performed tests of controls, as required by OMB Circular A-128, to evaluate the effectiveness of the design and operation of internal control structure policies and procedures that we have considered relevant to preventing or detecting material noncompliance with specific requirements, general requirements, and requirements governing claims for advances and reimbursements and amounts claimed or used for matching that are applicable to each of the City's major and certain nonmajor federal financial assistance programs, which are identified in the accompanying schedule of federal financial assistance.

Our procedures were less in scope than would be necessary to render an opinion on these internal control structure policies and procedures. Accordingly, we do not express such an opinion.

Our consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be considered material weaknesses under standards established by the American Institute of Certified Public Accountants. A material weakness is a reportable condition in which the design or operation of the specific internal control structure elements does not reduce to a relatively low level the risk that errors or irregularities in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control structure and its operation that we consider to be material weaknesses as defined above.

However, we noted certain matters involving the internal control structure and its operations that we have reported to the management of the City of Rochester, in a separate letter dated December 10, 1992.

This report is intended for the information of the Mayor and City Council, management, and applicable Federal Agencies. However, this report is a matter of public record and its distribution is not limited.

Melanson, Greenwood & Company

Nashua, New Hampshire
December 10, 1992

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE WITH
LAWS AND REGULATIONS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH GOVERNMENT AUDITING STANDARDS

Honorable Mayor and City Council
City of Rochester, New Hampshire

We have audited the general purpose financial statements of the City of Rochester, New Hampshire, as of and for the year ended June 30, 1992, and have issued our report thereon dated December 10, 1992.

We conducted our audit in accordance with generally accepted auditing standards; Government Auditing Standards, issued by the Comptroller General of the United States, and the provisions of the Office of Management and Budget Circular A-128, "Audits of State and Local Governments". Those standards and OMB Circular A-128 require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

Compliance with laws, regulations, contracts, and grants applicable to the City of Rochester, New Hampshire, is the responsibility of the City's, management. As part of obtaining reasonable assurance about whether the general purpose financial statements are free of material misstatement, we performed tests of the City's compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective was not to provide an opinion on overall compliance with such provisions. Accordingly, we do not express such an opinion.

Material instances of noncompliance are failures to follow requirements, or violations of prohibitions, contained in statutes, regulations, contracts, or grants, that cause us to conclude that the aggregation of the misstatements resulting from those failures or violations is material to the general purpose financial statements. The results of our tests of compliance disclosed immaterial instances of noncompliance shown on the accompanying schedule of findings and questional costs.

We considered these instances of noncompliance in forming our opinion on whether the 1992 general purpose financial statements are presented fairly, in all material respects, in conformity with generally accepted accounting principles, and this report does not affect our report dated December 10, 1992 on those general purpose financial statements.

Except as described above, the results of our tests of compliance indicate that, with respect to the items tested, the City, complied, in all material respects, with the provisions referred to in the third paragraph of this report, and with respect to items not tested, nothing came to our attention that caused us to believe that the City had not complied, in all material respects, with those provisions.

This report is intended for the information of the Mayor and City Council, management, and applicable federal agencies. However, this report is a matter of public record and its distribution is not limited.

Melanson, Greenwood - Company

Nashua, New Hampshire
December 10, 1992

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INDEPENDENT AUDITORS' REPORT ON COMPLIANCE
WITH SPECIFIC REQUIREMENTS APPLICABLE TO MAJOR
FEDERAL FINANCIAL ASSISTANCE PROGRAMS

Honorable Mayor and City Council
City of Rochester, New Hampshire

We have audited the general purpose financial statements of the City of Rochester, New Hampshire, as of and for the year ended June 30, 1992, and have issued our report thereon dated December 10, 1992.

We have also audited the City's compliance with the requirements governing types of services allowed or unallowed; eligibility; matching, level of effort, or earmarking; reporting; claims for advances and reimbursements; and amounts claimed or used for matching that are applicable to each of its major federal financial assistance programs, which are identified in the accompanying schedule of federal financial assistance, for the year ended June 30, 1992. The management of the City of Rochester, New Hampshire is responsible for the City's compliance with those requirements. Our responsibility is to express an opinion on compliance with those requirements based on our audit.

We conducted our audit of compliance with those requirements in accordance with generally accepted auditing standards, Government Auditing Standards, issued by the Comptroller General of the United States, and Office of Management and Budget Circular A-128, "Audits of State and Local Governments." Those standards and OMB Circular A-128 require that we plan and perform the audit to obtain reasonable assurance about whether material noncompliance with the requirements referred to above occurred. An audit includes examining, on a test basis, evidence about the City's compliance with those requirements. We believe that our audit provides a reasonable basis for our opinion.

The results of our audit procedures disclosed certain instances of noncompliance with the requirements referred to above, which are described in the accompanying schedule of findings and questioned costs. We considered these instances of noncompliance in forming our opinion on compliance, which is expressed in the following paragraph.

In our opinion, except for those instances of noncompliance with the requirements applicable to major programs of the City referred to in the fourth paragraph of this report and identified in the accompanying schedule of findings and questioned costs, the City complied, in all material respects, with the requirements governing types of services allowed or unallowed; eligibility; matching, level of effort, or earmarking; reporting; claims for advances and reimbursements; and amounts claimed or used for matching that are applicable to each of its major federal financial assistance programs for the year ended June 30, 1992.

This report is intended for the information of the Mayor and City Council, management, and applicable federal agencies. However, this report is a matter of public records and its distribution is not limited.

Melanson, Greenwood & Company

Nashua, New Hampshire
December 10, 1992

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INDEPENDENT AUDITORS' REPORT ON COMPLIANCE
WITH THE GENERAL REQUIREMENTS APPLICABLE TO
FEDERAL FINANCIAL ASSISTANCE PROGRAMS

Honorable Mayor and City Council
City of Rochester, New Hampshire

We have audited the general purpose financial statements of the City of Rochester, New Hampshire, as of and for the year ended June 30, 1992, and have issued our report thereon dated December 10, 1992.

We have applied procedures to test the City's compliance with the following requirements applicable to certain of its federal financial assistance programs, which are identified in the schedule of federal financial assistance, for the year ended June 30, 1992:

Political Activity
Davis-Bacon Act,
Civil Rights,
Cash Management
Federal Financial Reports
Drug-free Workplace Act
Administrative Requirements.

Our procedures were limited to the applicable procedures described in the Office of Management and Budget's "Compliance Supplement for Single Audits of State and Local Governments". Our procedures were substantially less in scope than an audit, the objective of which is the expression of an opinion on the City's compliance with the requirements listed in the preceding paragraph. Accordingly, we do not express such an opinion.

With respect to the items tested, the results of those procedures disclosed no material instances of noncompliance with the requirements listed in the second paragraph of this report. With respect to items not tested, nothing came to our attention that caused us to believe that the City had not complied, in all material respects, with those requirements. However, the results of our procedures disclosed immaterial instances of noncompliance with those requirements, which are described in the accompanying schedule of findings and questioned costs.

This report is intended for the information of the Mayor and City Council, management, and applicable federal agencies. However, this report is a matter of public record and its distribution is not limited.

Melanson, Greenwood & Company

Nashua, New Hampshire
December 10, 1992

Schedule of Findings and Questioned Costs

For the Year Ended June 30, 1992

Environmental Protection Agency

1. The City has not identified the federal government's ownership interest in the assets it funded. The situation still exists as of June 30, 1992. This finding was reported as part of the June 30, 1990, 1989, 1988 and 1987 audits.
2. The City has not designated an individual to oversee civil rights compliance as required by federal regulations.
3. The City's Planning Development and Zoning Department employed consultants for various projects funded through the City's Community Development Block Grant (CDBG) without written employment contracts. The U.S. Department of Housing and Urban Development, the grantor of CDBG funds, requires that consultants paid with federal monies be retained with specific written contracts.

Since no written contract covering individual consultants responsibilities were used, were unable to determine if consultants adequately completed their responsibilities in compliance with a federal regulations.

In addition the work performed by the consultants was not competitively bid.



